



# Drake University Health Sciences Student Handbook

■ Updated August 2024

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## Introduction

The Health Sciences Programs Handbook has been compiled to provide students important information regarding the Health Sciences undergraduate majors and graduate programs, an overview of academic policies and procedures, and a list of resources and services offered through the University and the College of Pharmacy and Health Sciences (CPHS). Health Sciences students should be familiar with critical policies, procedures and information related to all Drake students in the respective [Undergraduate General Catalog](#), [Graduate General Catalog](#), and the [University Student Handbook](#).

To the extent that the provisions of this handbook conflict with the General Catalogs or the University Handbook, this handbook shall prevail regarding all undergraduate and graduate Health Sciences students, including Pre-Athletic Training, Pre-Nursing, Pre-Occupational Therapy, and Pre-Pharmacy, registered in the College of Pharmacy and Health Sciences. This handbook is not meant to discourage students from utilizing more personal sources of information; namely, faculty advisors, the Office of Student Affairs & Enrollment Management, or other members of the faculty.

## The Vision for the College

A diverse community of learners leading the way to a healthy world.

## College Mission Statement

Preparing Today's Learners to be Tomorrow's Health Care Leaders.

The College of Pharmacy and Health Sciences provides an intellectually stimulating learning environment with collaborative learning among students, faculty, and staff. Graduates are liberally educated professionals who are dedicated to serving their clients, patients, profession, and community. The College emphasizes excellence and leadership in education, service, and scholarship.

## Disclaimer

None of the information provided here or elsewhere by the College of Pharmacy and Health Sciences constitutes a contract between the University and the student. The College of Pharmacy and Health Sciences reserves the right to make changes in curricula, admission policies, procedures, tuition and financial aid, academic standards and guidelines, student services, and other regulations or policies without giving prior notice.

## The Health Sciences Curriculum

The Health Sciences curricula are responsive to changes within the education and scientific communities, and therefore, course requirements may vary by catalog year or graduation term.

At the time of admission, undergraduate students declare one of the three majors: Clinical and Medical Sciences, Health Care Administration, or Public Health, or in a pre-professional pathway: Pre-Athletic Training, Pre-Nursing, Pre-Occupational Therapy, and Pre-Pharmacy. Students enrolled in a pre-professional pathway are admitted through a set of criteria established by the Drake University Office of Admissions.

A Master of Science in Health Informatics and Analytics is offered as a graduate program. Graduate students must apply through [Drake Online](#) and are selected based on criteria established by the CPHS.

More information about the curricular options, majors, and tracks is available on the [CPHS Health Sciences Program](#) webpage.

## Educational Goals and Outcomes

The purpose of the health sciences program is to provide graduates with:

- A. Knowledge Base and Lifelong Learning Skills
- B. Values and Ethics
- C. Critical Thinking Skills
- D. Communication and Collaborative Skills
- E. Career Planning and Development to succeed in basic and applied health-related careers.

### A. Knowledge Base and Lifelong Learning Skills

Graduates will have a strong foundation in the physical, biological, clinical and behavioral sciences coupled with an understanding of how business and management models apply to health sciences-related fields. Graduates will develop the skills and habits to acquire and apply new knowledge.

1. Understand the chemical and biological principles that govern the function of the human body and apply these principles to health sciences-related problems.
2. Understand how business and management models play a role in the health care field.
3. Given a new area of inquiry, identify, analyze and evaluate health sciences-related information resources.

### B. Values and Ethics

Graduates will understand and accept their duties and responsibilities outlined by their chosen career and to society in general. The graduates are expected to have developed value systems and ethical standards that guide their behavior.

4. Understand the ethical issues relevant to the health sciences.
5. Understand the importance of ethical conduct in the workplace.
6. Appreciate that diversity can contribute to different perspectives on the same issue.

### C. Critical Thinking Skills

Graduates will use critical and creative thinking and an evidenced-based approach to identify, analyze and solve problems.

7. Understand and apply the scientific method to problems in the health sciences.
8. Critically evaluate arguments and formulate counter arguments on logical and statistical grounds.

### D. Communication and Collaborative Skills

Graduates will be able to communicate effectively with their peers and their constituents in a variety of formats and actively participate in collaborative environments.

9. Work effectively in collaborative groups and resolve the interpersonal conflicts that may arise in such environments.
10. Communicate clearly and persuasively (in both written and verbal formats) with public, professional and granting agency audiences.
11. Effectively utilize technology or other communications tools (e.g. presentation software, audiovisual devices, email) when communicating with constituents.

### E. Career Planning and Development

Graduates will emerge from the program with realistic ideas regarding how to implement their knowledge, skills, and values in a variety of settings.

12. Understand the role of the different disciplines within the health care system to formulate career goals.
13. Identify the types of academic experience and level of performance that will facilitate achievement of career goals.
14. Develop skills and experiences relevant to achieving career goals.

## Undergraduate Programs

### The Drake Curriculum

All undergraduate health sciences students are required to complete the Drake Curriculum to complete the general education requirements and become eligible for graduation. The Drake Curriculum serves to provide students with the breadth of knowledge and skills necessary to function in a complex and rapidly changing world. There are two components to the Drake Curriculum: a First-Year Seminar (FYS) and a set of Areas of Inquiry (AOI) requirements or Honors Program requirements. Each component is described on the [Drake Curriculum website](#).

### Areas of Inquiry

The following table lists the AOIs that are completed through the health sciences major requirements, and those that will be fulfilled by various electives. Note that one course may only fit into one area.

#### **AOIs Required for Clinical and Medical Sciences, Pre-Athletic Training, Pre-Nursing, Pre-Occupational Therapy, and Pre-Pharmacy**

<b>Area of Inquiry</b>	<b>Required Health Sciences Course</b>
Artistic Literacy	Elective
Engaged Citizen	Elective (Pre-OT & Pre-Pharm complete ENG 052: Public Voices)
Historical Foundations	Elective
Written Communication	Elective
Global and Cultural Understanding	**HSCI 106: Culture Care & Health Literacy
Information Literacy	*HSCI 172: Evaluating Research Literature
Quantitative Literacy	MATH 050: Calculus I
Scientific Literacy (including lab)	BIO 012/L: General Biology I & Lab
Values and Ethics	*HSCI 105: Values and Ethics in Health Sciences

\* If admitted to the Doctor of Pharmacy program, pre-pharmacy students are no longer required to complete these HSCI courses. In this case, elective coursework is necessary to fulfill the Global and Cultural Understanding AOI. Professional pharmacy coursework fulfills the Information Literacy and Values and Ethics AOIs as well as the Equity and Inclusion requirement.

\*\*In addition to the above note regarding completion by pre-pharmacy students, HSCI 106 may fulfill either the Engaged Citizen AOI or Global and Cultural Understanding. However, ENG 052: Public Voices is a common course completed by health sciences students, required by graduate/professional health care programs, and will fulfill the Engaged Citizen AOI. Most commonly, HSCI 106 is used to fulfill the Global and Cultural Understanding AOI. HSCI 106 will also fulfill the Equity and Inclusion requirement.

#### **AOIs Required for Health Care Administration**

<b>Area of Inquiry</b>	<b>Required Health Sciences Course</b>
Artistic Literacy	Elective
Engaged Citizen	Elective
Historical Foundations	Elective

Written Communication	Elective
Global and Cultural Understanding	*HSCI 106: Culture Care & Health Literacy
Information Literacy	HSCI 172: Evaluating Research Literature
Quantitative Literacy	MATH 028: Business Calculus
Scientific Literacy (including lab)	BIO 012/L: General Biology I & Lab
Values and Ethics	HSCI 105: Values and Ethics in Health Sciences

\*HSCI 106 may fulfill either the Engaged Citizen AOI or Global and Cultural Understanding. However, ENG 052: Public Voices is a common course completed by health sciences students and will fulfill the Engaged Citizen AOI. Most commonly, HSCI 106 is used to fulfill the Global and Cultural Understanding AOI. HSCI 106 will also fulfill the Equity and Inclusion requirement.

### AOIs Required for Public Health and Public Health: Pre-Occupational Therapy

Area of Inquiry	Required Health Sciences Course
Artistic Literacy	HSCI 181: Health Communications and Advocacy
Engaged Citizen	Elective (Pre-OT completes ENG 052: Public Voices)
Historical Foundations	Elective
Written Communication	Elective
Global and Cultural Understanding	*HSCI 106: Culture Care & Health Literacy
Information Literacy	HSCI 172: Evaluating Research Literature
Quantitative Literacy	HSCI 060: Statistics in Health Sciences
Scientific Literacy (including lab)	BIO 012/L: General Biology I & Lab
Values and Ethics	HSCI 105: Values and Ethics in Health Sciences

\*HSCI 106 may fulfill either the Engaged Citizen AOI or Global and Cultural Understanding. However, ENG 052: Public Voices is a common course completed by health sciences students and will fulfill the Engaged Citizen AOI. Most commonly, HSCI 106 is used to fulfill the Global and Cultural Understanding AOI. HSCI 106 will also fulfill the Equity and Inclusion requirement.

### Honors Program

Undergraduate Health Sciences students can choose to complete the [Honors Program](#) rather than the AOIs in order to fulfill the Drake Curriculum. The following table lists the courses required of students pursuing the Honors Program, and those that are fulfilled by the health sciences requirements.

Honors Requirement	Health Sciences/Pre-Professional Course
Scientific Literacy (including lab)	BIO 012/L: General Biology I & Lab
Quantitative Literacy	MATH 050: Calculus I or MATH 028: Business Calculus or HSCI 060: Statistics in Health Sciences
Artistic Literacy	Elective (Public Health completes HSCI 181)
HONR 100: Paths to Knowledge	Elective
15 additional credits in Honors	Electives



## Senior Capstone

The Health Sciences department has designed a Senior Capstone experience that includes a full year of internship and guided research for undergraduates. Students complete the required coursework for Senior Capstone in the fall and spring semesters of their final year of full-time enrollment.

Fall Semester	Spring Semester
HSCI 155: Guided Research I	HSCI 156: Guided Research II
HSCI 196: Health Sciences Internship I	HSCI 197: Health Sciences Internship II

Undergraduate HSCI students pursuing an accelerated or dual degree program may be waived from Senior Capstone requirements. Students pursuing one of these programs will work with the Office of Student Affairs and Enrollment Management and the Health Sciences Experiential Director to determine requirements for completing the Senior Capstone experience.

## Health Sciences Core Requirements

The Health Sciences Core provides undergraduate HSCI students with a rigorous curriculum, hands-on experiences in the field, and a strong background in the interpersonal and professional skills needed in the health care field. The health sciences core classes include:

- HSCI 020: Introduction to Health Sciences
- HSCI 021: Professionalism in Health Sciences
- HSCI 025: Introduction to the U.S. Health Care System
- HSCI 055: Innovation and Leadership in Health Sciences
- HSCI 060: Statistics in Health Sciences
- HSCI 105: Values and Ethics in Health Sciences
- HSCI 106: Culture Care and Health Literacy
- HSCI 125/L: Medical Physiology & Lab
- HSCI 141/L: Human Anatomy & Lab
- HSCI 155/156: Guided Research I & II
- HSCI 172: Evaluating Research Literature
- HSCI 196/197: Health Sciences Internship I & II

Additional major requirements exist for each health sciences major. Clinical and Medical Sciences students focus on additional science coursework. Students in Health Care Administration take additional business coursework, providing an opportunity to earn a Business Studies minor. The Public Health major requires additional classes in health communications, program implementation, policy, and public health.

Health sciences senior internship and research credits may be waived for students who are admitted to accelerated or dual degree programs. Additional information about this possible waiver is provided to all health sciences students in the junior year as students prepare for senior internship and research.

Curriculum Guides available for each health sciences major, pre-professional pathway, and accelerated program display the required coursework and recommended time in a student's academic program for completing core classes, specific major requirements, and elective coursework. Curriculum Guides are available on the [CPHS Current Student Resources webpage](#).

## Acceleration of Pre-Pharmacy Track

Undergraduate Health Sciences students who have gained admission to Drake's pre-pharmacy track under the [Drake Direct PharmD pathway](#) and have earned college-level and/or IB/AP/CLEP credits during high school that equate to required courses during the first year may complete the pre-pharmacy program in one year. To view the requirements and complete the form to request acceleration, see the [Pre-Pharmacy in One Year](#) information.

## Accelerated Programs

CPHS has over 10 accelerated programs providing undergraduate students the opportunity to complete their health sciences degree and a second bachelor's degree, a master's degree, or a doctorate degree in less time than traditionally required. A list of the accelerated programs is available on the [Health Sciences Curricular Options webpage](#).

Tuition, fees, billing, and financial aid may be adjusted for students who pursue a dual or accelerated degree from a graduate or professional program at Drake or an off-campus partner program with Mercy College, Allen College, or Des Moines University. Students should contact the [Financial Aid Office](#) to learn more about the impact on their Drake tuition guarantee, financial aid, and fees.

If students are interested in pursuing an accelerated program, they should contact the Office of Student Affairs and Enrollment Management to create an academic plan and discuss the application timeline and admissions requirements.

## Elective Policy

Elective credits include [Drake Curriculum](#) requirements not fulfilled by required coursework as well as non-required coursework that permits exploration of and/or advanced study in areas of professional interest within the student's primary degree. Electives should be intentionally selected and provide the student with an opportunity to not only pursue areas of intellectual interest, but also to develop an individual brand that may benefit them in their professional or academic future. Electives should (a) expand upon information presented in the standard curriculum, (b) introduce new information that is relevant to the field of study, (c) or prepare the student for graduate study. It is recommended that at least 40 elective credit hours are numbered 100-level or higher for graduate and doctoral programs. Students should refer to their degree evaluation for determination of the total number of required elective credits.

Additional policies for Health Sciences Electives:

- Electives must be taken for a grade unless the course is designed as credit/no credit.
- An independent study may be considered for elective credit with an approved [CPHS Request for Independent Study](#).
- Students in approved articulation dual degree majors may have courses outside of Drake University accepted as electives as outlined in those curriculum agreements.
- For all dual programs where students do not take HSCI 155, 156, 196, and 197, a maximum of 30 graduate credits will be applied to the bachelor's degree. For all dual programs where students do take HSCI 155, 156, 196, and 197, a maximum of 18 credits will be applied.

## Pre-Professional Planning Guides

Many undergraduate Health Sciences students plan to continue their education and training through advanced educational opportunities in clinical and/or administrative health care programs such as medical school, physical therapy, dentistry, public health, and health care administration. To assist students in planning for these professional pathways, the Office of Student Affairs and Enrollment Management has created a series of [Pre-Professional Planning Guides](#) providing course recommendations to students in these various health care fields.

## Minors and Concentrations

Drake University has established departmental requirements for academic minors and concentrations. Students who earn academic minors and/or concentrations will have these credentials recorded on their diplomas and on their transcripts. Health Sciences students, based on catalog regulations, should be able to earn minors or concentrations in many different liberal arts disciplines without expanding the hours required for graduation.

Common minors and concentrations for undergraduate health sciences students include Global and Comparative Public Health, Business, Psychology, Behavior Analysis of Developmental Disabilities, and Leadership. However, Health Sciences students can pursue a minor or concentration in any academic area. A complete list of minors and concentrations is available on the [Undergraduate Programs website](#). For information regarding the requirements for minors or concentrations, see the departmental website and the [Drake University Undergraduate General Catalog](#).

Students interested in pursuing an academic minor or concentration should coordinate their coursework with the appropriate departmental advisor and the CPHS Office of Student Affairs and Enrollment Management. Students may declare a minor/concentration using the Change of Record Request link under the Student Records menu on the MyDrake Student Homepage.

## Adjunct Faculty

Adjunct faculty members are evaluated and appointed by the University after approval by the department and college faculty. Adjunct faculty members are utilized primarily in the health sciences senior internship component of the curriculum, HSCI 196 and HSCI 197. These are established and respected scientists, practitioners, and administrators who volunteer in the program. Adjunct faculty serving these roles are referred to as preceptors. Preceptors are responsible for the on-site supervision, teaching, and evaluation of health sciences students' senior internship activities.

## Graduate Programs

Graduate programs in health sciences provide students the opportunity to stay ahead of the health care curve with a Master of Sciences in Health Informatics and Analytics (MS HIA).

The MS HIA is an online program that empowers students to apply data analysis and information technology solutions to the evidence-based delivery of health care. To request additional information about the program and view the degree requirements, visit the [MS HIA website](#).

Once a student enters a CPHS graduate program, all coursework must be completed within five years. This timeframe may be paused for medical or personal leave approved by the College as outlined elsewhere in this document. Students who are unable to complete the coursework in this time period may need to retake coursework to fulfill updated program requirements and/or may have additional courses to complete based on new requirements.

Tuition and fees for graduate health sciences programs may differ based on term of enrollment. Students enrolled in health sciences graduate programs should contact [Student Accounts](#) and/or visit the [Tuition and Fees](#) webpage for additional information.

Additional policies and expectations for graduate students are outlined in the Drake [University Graduate Catalog](#). Students in the MS HIA program should be familiar with the information in the catalog. [Drake Online](#) also provides graduate students with various student resources.

## Health Sciences Advising and Mentoring

Undergraduate health sciences students are assigned a CPHS faculty member as their faculty mentor. Graduate program students will be assigned a primary advisor through Drake Online.

### Purpose and Objectives of Blended Advising Model

The CPHS blended advising model seeks to support the mission of Drake University and the Health Sciences program in the provision of a student-centered learning environment. This academic care team includes the faculty mentor and an advising specialist through the Office of Student Affairs. Through the model, students have multiple sources of information to address questions related to the Health Sciences curricular objectives and their professional goals. An individual educational plan will be developed by the student with input from the faculty mentor and advising specialist. The development of the plan will seek to achieve the following:

- I. Confirmation of the student's major and track within the Health Sciences program,
- II. Discussion of professional life goals including career paths and post-graduate work,
- III. Satisfactory completion of requirements of the program,
- IV. Completion of annual requirements for progression within the program,
- V. Development of skills necessary for succeeding in the program that they have chosen, and
- VI. Referral of the student to resources and services on campus if needed.

### Respective Roles

#### Office of Student Affairs (Advising Specialist)

- I. Answer student questions regarding registration, credit completion, course transfer process, and study abroad opportunities
- II. Coordinate registration process, verifying appropriate registration of courses
- III. Review/approve educational plan and transfer credit requests
- IV. Update degree evaluations with regard to substitutions, program exceptions, and transfer courses
- V. Serve as a resource for additional degree opportunities such as minors and concentrations and accelerated programs
- VI. Coordinate and communicate opportunities for internship, study abroad, research and post-graduate study

#### Faculty Mentor

- I. Help students adapt to the college environment
- II. Assist in the development of the student's education plan by providing input and feedback
- III. Encourage discussions about the appropriateness of their chosen career track and the career options within the profession
- IV. Assist students in identifying opportunities for professional skill development
- V. Make appropriate referrals to university student service offices when academic or personal difficulties arise
- VI. Discuss professional career path opportunities and requirements

## Student

- I. Initiate conversations with academic care team
- II. Utilize resources and services provided by the Office of Student Affairs and Enrollment Management
- III. Access degree evaluation to verify correct records
- IV. Be familiar with policies/procedures and take responsibility for deadlines and if unsure, ask
- V. Take an active role in the development of the advising process
- VI. Research career options and graduate/professional admissions processes
- VII. Seek out opportunities for involvement, leadership, and professional development
- VIII. Maintain and update the individual educational plan

## Course Registration

Health Sciences students complete registration through the University's Self Service system. Students can access Self Service through [my.drake.edu](http://my.drake.edu). The Drake University Office of the Registrar provides comprehensive information regarding the registration process, including adding and dropping courses, error messages, wait lists, and registration dates and times on the [Registration webpage](#). In addition, the CPHS Office of Student Affairs and Enrollment Management distributes detailed registration information to health sciences students through the CPHS Student Announcements and the [CPHS Registration Bulletin](#).

## Degree Evaluations

Degree evaluations are a tool that enables students to evaluate their progress towards graduation. Health Sciences students are responsible for reviewing their degree evaluations on a periodic basis to ensure that transfer credits are received, and curricular requirements are being met. Students should always generate a new degree evaluation when reviewing their progress.

Students are encouraged to view the [CPHS Current Student Resources](#) webpage for tools, resources, and FAQs regarding advising, course registration, and degree evaluations.

## University Academic Regulations

The following University Academic Regulations are intended to align with, support, and in some cases expand undergraduate policies and procedures established by Drake University. To the extent possible and when applicable, these same policies may be applied to graduate level health sciences students enrolled in MS HIA.

## Attendance and Enrollment Validation

Attendance is the responsibility of students and is essential for ideal learning to take place. Faculty members appreciate the courtesy of knowing when commitments cannot be met. Attendance policies are determined for each course by the instructor(s) and will be presented to the students at the beginning of that course. Failure to attend the first class may result in the student being dropped from the course. Noncompliance with attendance policies may affect the final grade in a course.

In the event of extenuating circumstances, students should contact the Office of Student Affairs & Enrollment Management for assistance in notifying instructors of a student's absence from class.

Additional information regarding [Attendance and Enrollment Validation](#) is available in the Drake University Undergraduate General Catalog.

## Transfer Credits

In general, undergraduate students may receive credit for academic courses taken at postsecondary institutions. The complete Transfer Credit Policy is available on the Drake University Office of the Registrar's [Transfer Credit Information](#) webpage. Transfer credits are reviewed by the Office of the Registrar upon receipt of official transcripts from the transfer institution. The CPHS Office of Student Affairs & Enrollment Management may exercise additional discretion to award transfer credit for curricular requirements.

### *Important Notes:*

- Health Sciences students are awarded a maximum of sixteen credits of career/vocational technical transfer coursework. Pre-pharmacy students planning to matriculate into the PharmD program are awarded a maximum of four career/vocational technical credits once admitted to the pharmacy program.
- Transfer coursework at the graduate level will be evaluated by Drake Online, CPHS Office of Student Affairs & Enrollment Management, CPHS Associate Dean for Curriculum, and if necessary, the graduate course instructor.

Students who desire to enroll in coursework at other U.S. institutions should complete the [Transfer Credit Request Form](#) to assure that the course will fulfill the intended requirement. Students who do not believe their coursework has been equated appropriately should contact the CPHS Office of Student Affairs & Enrollment Management.

## Credit by Examination/Advanced Placement

Health Sciences students may earn college credit by examination through the College Level Examination Program (CLEP), Advanced Placement (AP) Tests, International Baccalaureate Program (IB), and/or other special credit examinations. Students are ineligible to earn credit by examination in a lower-level course in a sequence of courses after they have completed a higher-level course in the same sequence. Credits may not be earned through CLEP or other examinations that duplicate credit previously earned. Students are not eligible to earn credit through an examination if they have withdrawn from an equivalent course after the midpoint of the semester. Credit earned by examination does not apply to the last 30 hours, which must be earned at Drake.

Credit awarded by examination may differ for health sciences students depending on the student's declared major or pre-professional pathway. Additionally, some health professions, graduate, or professional schools will not accept credits awarded by examination to fulfill pre-requisites or admission requirements for graduate and/or doctoral level programs.

Credit by Examination will not be accepted for any required coursework in the graduate health sciences programs.

More information is available on the [Transfer Credit Information](#) webpage in the Drake University Undergraduate General Catalog.

## Credit/No Credit

After achieving sophomore standing (30 earned credits), undergraduate HSCI students may register for and apply a maximum of 9 hours of coursework on a credit/no credit basis toward graduation. These courses may only count as elective credits. Courses regularly graded on a credit/no credit basis are not included within the maximum 9 hours. Students wanting to enroll in a course for credit/no credit should review the complete [Credit/No Credit](#) policy and procedures outlined in the Drake University Undergraduate General Catalog.

Graduate students in MS HIA are not eligible for coursework on a credit/no credit basis

## Course Repeats

Students may repeat a course. Only the highest grade earned will be used in computing the student's cumulative Drake grade point average (GPA) and the student's Required Math/Science GPA or Pre-Requisites GPA for the Pre-Athletic Training, Pre-Nursing, Pre-Occupational Therapy, and Pre-Pharmacy tracks. The Drake GPA will only take into account courses taken at Drake.

Health sciences students pursuing advanced education and training should be aware that most health professional schools recalculate a student's GPA to include all grades earned not just the highest grade earned.

Information regarding calculating a student's Drake GPA including repeated coursework is available on the Office of the Registrar's [Grades and Grade Point Averages](#) webpage.

## Academic Standing Policy

To the extent possible, CPHS will follow the Drake University [Academic Standing Policy](#) defined in the [Drake University Undergraduate General Catalog](#). Please refer to the linked policy for academic progress standards, academic standing designations, and the appeal and re-enrollment process.

## Graduation and Residency Requirements

A student is required to be in residence in the College of Pharmacy and Health Sciences for at least the last 30 semester hours to be eligible for graduation.

Students must meet the following requirements to graduate with a Health Sciences degree from the College of Pharmacy and Health Sciences:

1. Successfully complete all academic requirements and be in good standing with the University ([Graduation Requirements](#)).
2. To the extent that such information is brought to the attention of the dean, exhibit the requisite professionalism, character, and professional promise in the judgment of the Dean of the College of Pharmacy and Health Sciences.
3. Satisfactorily resolve all financial obligations owed to the University.

***The final responsibility for the completion of graduation requirements is the student's, and accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the College.***



## Academic Honors

Undergraduate and graduate level Health Sciences students who have attained academic excellence and high scholastic achievements earning a cumulative grade point average at Drake of 3.8 or higher at the time of graduation shall be recognized in the commencement program as receiving College Honors.

Undergraduate Health Sciences students may receive academic honors each semester through recognition on the Dean's or President's List. The criteria used to evaluate health sciences students' eligibility for [Dean's and President's List](#) is outlined in the Drake University Undergraduate General Catalog.

Additional recognition including Latin honors, University Honors Program participation and membership in an honor society is awarded at the time of graduation in the University Commencement program. Graduate students in health sciences are not eligible for Latin honors or University Honors. For more information, visit the [Honors at Graduation](#) webpage.

## CPHS Policies and Procedures

### Credit Overload Request Procedure

1. Complete and submit the [Credit Overload Request Form](#) found under CPHS Forms on the [Resources for Current Students website](#), prior to registration day/time. This form must be completed prior to the conclusion of the second week of the semester.
2. The [Credit Overload Request Form](#) will be reviewed by the CPHS Dean's Office. Students will receive a confirmation email once the form is reviewed and processed.
3. Overload fee waiver requests are reviewed in the first weeks of the fall and spring semesters. Students waiting on the review of their overload fee waiver request should not pay the overload fee but wait for the review process to be carried out and the fee to be removed by Student Account Services.
4. Overload Fee Waiver requests made after the third week of a fall or spring semester will not be considered and the student will be responsible for the fee incurred.

### Exception to Program Policy

Health Sciences students may request a course waiver, course substitution, or other program exception via the Exception to Program Policy form available on the [CPHS Forms Library](#). Requests will be considered by the Associate Dean of Curriculum and Assessment in consultation with the student's faculty advisor, the Office of Student Affairs and Enrollment Management, and/or the College Administrative Committee inclusive of College administrators and department chairs.

### Non-Academic Suspension or Dismissal Policy

Suspension or Dismissal from the College and/or University may result from failure to adhere to any of the following policies:

1. [CPHS Honor Code Policy](#)
2. [CPHS Chemical Dependency Policy](#)
3. [Nondiscrimination and Accessibility Policies](#)
4. [Drake University Student Code of Conduct](#)

## 5. Student Immunization Policy

### Appeal Process for Non-Academic Suspension or Dismissal

A student may appeal their suspension or dismissal by submitting an [Exception to Program Policy form](#) and supporting documentation. Students must submit the form within five business days of the suspension or dismissal notification. No appeals will be reviewed following the deadline.

#### Appeal Review Process

1. The Dean/their designees will review and assess all appeals and supporting documentation.
2. Following the appeal deadline, the Dean/their designees will meet to discuss and determine the status of the appeal.
3. Appeal decisions will be communicated to students via email by the CPHS.
4. For granted appeals, terms and conditions for re-enrollment will be included in the email to the student and uploaded to the student's electronic file.

### Re-Enrollment Policies

#### Re-Enrollment following Suspension

Students who have been suspended due to a non-academic issue (e.g., Honor Code, Chemical Dependency, etc.) may apply for re-enrollment after the specified time outlined in the suspension letter. Students must complete the [Re-Enrollment Request Form](#) to initiate the re-enrollment process. Criteria to be met for re-enrollment will be evaluated based on the respective policy related to the suspension decision.

#### Re-Enrollment following Dismissal

A student who has been dismissed from a CPHS program is not eligible for re-enrollment to the same program. However, they may apply for admission to a different program at the university after a mandatory waiting period of three years. To apply, the student must follow the admission process for the new program as outlined on Drake University's website.

#### Additional Re-Enrollment Documentation

The CPHS may request additional documentation from a student requesting to re-enroll. Additional documentation may include but is not limited to the following:

1. A written personal statement asserting the student's ability to successfully pursue the curriculum after having been suspended. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.
2. Submission of official transcripts of any coursework completed at another institution since the time of suspension from Drake University.

The College's Student Affairs Officer will notify a suspended student of their re-enrollment decision at the email address provided on the Re-Enrollment Request Form. If re-enrollment is denied, the student has five (5) business days to appeal the decision in writing to the Dean of CPHS.

#### Re-enrollment following Withdrawal for Medical Leave of Absence

Students approved for a medical leave of absence must complete the [Voluntary Medical Leave of Absence Re-enrollment Request Form](#). This request form and all supporting documentation must be

submitted to the CPHS Student Affairs Officer by the deadline outlined on the request form. The full Medical Leave of Absence Policy and required documentation for re-enrollment is provided on the [Division of Student Affairs](#) webpage.

Questions and requests for re-enrollment should be directed to the Office of Student Affairs and Enrollment Management in the College of Pharmacy and Health Sciences.

### CPHS Honor Code Policy\*

Students in the College of Pharmacy and Health Sciences are expected to maintain a professional manner and conduct in practice settings and on campus. Unprofessional behavior and academic dishonesty are not accepted and will not be tolerated.

Health Sciences students are expected to read the full [CPHS Honor Code Policy](#) and sign the Pledge of Honor. Assignments requiring completion of these tasks are integrated into HSCI 020: Introduction to Health Sciences, PHAR 011: Career, Academic, and Professional Success I, and other health sciences orientation and transition programs.

### CPHS Chemical Dependency Policy\*

Health Sciences students are expected to read the full [CPHS Chemical Dependency Policy](#) and sign the Student Agreement. Assignments requiring completion of these tasks are integrated into HSCI 020: Introduction to Health Sciences, PHAR 011: Career, Academic, and Professional Success I, and other health sciences orientation and transition programs. If a student is suspected or known to have a use disorder or concern, it should be brought to the attention of the Assistant Dean of Student Affairs.

*\*Following course registration for their first term, graduate students are prompted via the registration confirmation email from Drake Online to review these policies and sign the appropriate statements.*

### Criminal Background Checks

Health Sciences students will submit to a criminal background check prior to entering their senior capstone experiences (i.e., senior internships). Because many sites require background checks, information obtained may inhibit students from progressing into the senior capstone experiences. The background check will include social security number validation, address history for past 10 years, felony and misdemeanor criminal history search for all counties identified by the address history for the last seven years, national criminal history database, sex offender registries, child/elder abuse registries, motor vehicle driving record, and governmental agencies such as the Office of Inspector General. The College will notify students of findings as required by the Fair Credit and Reporting Act. Results of the background checks will be stored electronically on the College's secure Microsoft Teams platform and shared within and outside the University on a need-to-know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Students will be assessed a fee to cover the cost of the background check. Furthermore, information obtained from background checks may be included on or with board licensure applications or other regulatory body that requests information from the Drake University College of Pharmacy and Health Sciences. Students have the right to request, from the College of Pharmacy and Health Sciences, copies of all documents and other information shared with any regulatory body pertaining to their licensure.

## Chemical Drug Screens

Health Sciences students will complete a chemical drug screen prior to entering their senior capstone experiences (i.e., senior internships). Because many senior capstone sites require drug screens, information obtained may inhibit students from progressing into the senior capstone experiences. The College will determine the vendor and location of the drug screen. Drug screens completed for employment or independently by the student will not be accepted. Students will be assessed a fee to cover the cost of the drug screen. The drug screen will include a 10-panel drug screen with point-of-custody through an outside vendor. The results of the drug screen will be shared within and outside the University on a need to know basis only. Within the University, such results will be available only to those school officials with a legitimate educational or security purpose for accessing the information. Initial positive screens will undergo medical review by the vendor. Any confirmed positive findings will be handled under the Chemical Dependency Policy of the College. Results of drug screens will only be forwarded to the site if information exists that may affect the student's placement at the site. Experiential sites may request and complete additional drug screens. Information obtained in drug screens may inhibit students from completing senior capstone experiences, thus delaying or hindering graduation.

*\* If a graduate student is not an employee of their capstone site, they may be required to complete a drug screen and/or criminal background check prior to completing HSCI 285 Practicum/Capstone in MS HIA. Required screenings will be facilitated through the student's experiential site placement and may require additional costs.*

## Electronic Communications Policy

College faculty and staff use electronic communication methods to disseminate information to and communicate with students. This information may be time-sensitive and require action on the student's part. Thus, College expectations are as follows:

- Email from the College is sent to Drake email addresses.
- Students are responsible for the consequences of not reading and/or responding to CPHS communications sent to their Drake email address.
  - Members of the College community are requested to check their email twice daily such as once in the morning and once in the afternoon. It is recommended that you close your email client unless it is your scheduled time to check email to facilitate in person work and project completion
  - All members of the College community are committed to responding to emails in a timely manner (2 business days). Emails, telephone calls or office visits to follow-up on an unanswered email may occur after 2 business days. Exceptions will be made for scheduled professional or personal absences or circumstances that prohibit routine email access (i.e., international travel).
- No member of the College community is expected to acknowledge or return emails in the evenings, on weekends, during vacation/sick/personal time, or during holidays.
- Electronic communication methods (e.g., email, Blackboard learning management system, CORE, etc.) may be required as part of courses and rotations for content delivery, exams and assessments, class discussion, active learning exercises, and other professional program needs. The requirements will be specified in the course syllabus. If these requirements pose a problem for a student, the student must contact the instructor/coordinator to work out a solution.
- The lack of access to electronic communication is not a valid excuse for failure to respond to a request, complete an assignment or exam, or meet a deadline. However, any technology issues

or outages with Drake University technology systems (e.g., Drake email, Blackboard learning management system) as identified and communicated by Drake Information Technology Services are not the responsibility of the student.

## Social Media Guidelines

Drake University faculty, administrators, staff, and students should conduct themselves personally and professionally in a manner that does not compromise their professional responsibilities. This includes participating in online social networking platforms (Facebook, Twitter, Instagram, etc.). **Think about what you post, when in doubt don't post.**

Drake University supports the individuals' expression of First Amendment rights of free speech. It is your responsibility – as a visible member of the institution and the larger community – to protect the values of Drake University when using social media. Any inappropriate use of social media platforms shall not be tolerated. Inappropriate or malicious use may include but is not limited to:

1. Posting information (photos, comments, etc.) about Drake University administrators, faculty, staff, or students without consent.
2. Posting information that violates the HIPAA or FERPA policies.
3. Using derogatory language or remarks about administrators, faculty, staff, or students at Drake University or other colleges and universities.
4. Using demeaning statements or threats that endanger the safety of another person.
5. Posting incriminating photos or statements regarding illegal criminal behavior, underage drinking, usage of illegal drugs, sexual harassment, or violence.
6. Indicating knowledge of the acts listed above.

Please keep the following guidelines in mind as you participate on social networking platforms:

1. Before participating in any online community, understand that posts may be available to anyone, even with limited access to your platform.
2. Do not post information, photos, or other items online that could jeopardize your well-being, your relationships, or your professional career. This includes items that may be posted by others on your platform.
3. Exercise caution when sharing location and/or plans.
4. Individuals within the University and law enforcement personnel check these platforms regularly.

Violations of these guidelines will result in a review of the incident and may include action as appropriate under the CPHS honor code policy. Those who believe they have been targets of unprofessional behavior via social media or suspect any other violations of these guidelines should contact the Student Affairs Officer (students) or their supervisor (faculty/staff) to address their concerns.

## Student Immunization Policy

Prior to enrollment at Drake, students are required to provide Drake University with their medical history and immunization records. The requirements for submitting appropriate documentation to the University Health Center are available on the [Health Center's Policies and Forms](#) webpage.

Health Sciences students must provide an updated immunization record to the CPHS Experiential Office for senior internship. Health Sciences students will be told the requirements needed to participate in senior internship during the spring semester of the junior year.

### Change of Legal Name Procedure

In an effort to ensure the accuracy and integrity of all academic, financial aid, and student loan records maintained by Drake University and the College of Pharmacy and Health Sciences, the Notification of Change of Legal Name form has been implemented.

To take advantage of this service, please access the Notification of Change of Legal Name form in the [CPHS Forms Library](#).

- It is important to note, as stated on the electronic form, students are responsible for notifying the Social Security Administration of the name change. Only Drake University offices will be notified upon receipt of the electronic form by the College of Pharmacy and Health Sciences.

Please direct any questions related to the online Change of Legal Name process to the Office of Student Affairs and Enrollment Management.

Students wishing to change their preferred name should reference the [Drake University Preferred Name Policy](#) for additional information and frequently asked questions.

### HOSA: Future Health Professionals Student Organization

The purpose of HOSA: Future Health Professionals organization lies in the professional advancement of students majoring in Health Sciences and/or students across other majors at Drake that are interested in a career in health care. Students do not need to be a Health Sciences major to be an active member of the organization. Opportunities in the organization include leadership development, volunteer and community service opportunities, networking, and graduate and professional school preparation. Students interested in becoming a HOSA member should contact the CPHS Office of Student Affairs and Enrollment Management.