Table of Contents

Introduction
   College of Pharmacy and Health Sciences Vision
   College of Pharmacy and Health Sciences Mission
   Disclaimer

Health Sciences Curriculum
   Educational Goals and Outcomes
   The Drake Curriculum
   Acceleration of Pre-Pharmacy Track
   Accelerated Programs
   Pre-Professional Planning Guides
   Minors and Concentrations
   Adjunct Faculty

Health Sciences Advising and Mentoring
   Purpose and Objectives of Advising Program
   Respective Roles
   Office of Student Affairs and Enrollment Management
   Faculty Advisor
   Student
   Course Registration
   Degree Audits

University Academic Regulations
   Attendance and Enrollment Validation
   Transfer Credit Policy
   Credits by Examination
   Credit/No Credit
   Course Repeats
   Graduation and Residency Requirements
   Academic Honors

CPHS Policies and Procedures
   Probation, Suspension and Re-Enrollment Policy
      Suspension Procedure
      Re-Enrollment Policy following Suspension
      Application for Re-Enrollment Procedure following Suspension
      Deadline and Criteria for Re-Enrollment following Suspension
      Re-Enrollment following Withdrawal or other Non-Suspension Reasons
   CPHS Honor Code Policy
CPHS Chemical Dependency Policy
Criminal Background Checks/Drug Screens
  Criminal Background Checks
  Drug Screens
Electronic Communications Policy
Student Immunizations Policy
Change of Legal Name Procedure
Exception to Program Policy

HOSA: Future Health Professionals Student Organization
Introduction

The Bachelor of Sciences in Health Sciences Student Handbook has been compiled to provide students important information regarding the Health Sciences curriculum, 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 undergraduate students found in the Undergraduate General Catalog of the University or in the University Student Handbook.

To the extent that the provisions of this handbook conflict with the General Catalog or the University Handbook, this handbook shall prevail with regard to all Health Sciences students, including Pre-Athletic Training, 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 health world.

College Mission Statement

Preparation 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 Science curriculum is responsive to changes within the education and scientific communities, and therefore, course requirements may vary by catalog year or graduation term.

Students may begin the Health Sciences program in one of the three pre-professional tracks or as a general Health Sciences student. Health Sciences students may choose to pursue either the Clinical and Applied Sciences or Health Services Management track. Students enrolled in Pre-Athletic Training, Pre-Occupational Therapy and Pre-Pharmacy are admitted through a set of criteria established by the Drake University Office of Admissions. More information about the curricular options 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 Life Long 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 Life Long 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.

The Drake Curriculum
All 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 the breadth of knowledge and skills necessary to function in a complex and rapidly changing world. There are three components to the Drake Curriculum: a First-Year Seminar (FYS), a set of Areas of Inquiry (AOI) requirements, and a Senior Capstone. Each component is described on the Drake Curriculum website.

Areas of Inquiry
The following table lists the AOIs that are completed by the health sciences requirements and those that will be fulfilled by various electives. Note that one course may only fit into one area.
### Area of Inquiry

<table>
<thead>
<tr>
<th>Artistic Experience</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged Citizen</td>
<td>Elective (Pre-AT, Pre-OT and Pre-Pharm completed SCSR 073: Public Speaking)</td>
</tr>
<tr>
<td>Historical Foundations</td>
<td>2 Electives</td>
</tr>
<tr>
<td>Written Communication</td>
<td>Elective</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>STAT 060: Statistics for the Life Sciences</td>
</tr>
<tr>
<td>Global and Cultural Understanding</td>
<td>HSCI 106: Culture Care &amp; Health Literacy</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>HSCI 172: Research Evaluation</td>
</tr>
<tr>
<td>Quantitative Literacy</td>
<td>MATH 050: Calculus I</td>
</tr>
<tr>
<td>Scientific Literacy (Life Science)</td>
<td>BIO 012: General Biology I</td>
</tr>
<tr>
<td>Scientific Literacy (Physical Science)</td>
<td>CHEM 001: General Chemistry I</td>
</tr>
<tr>
<td>Values and Ethics</td>
<td>HSCI 105: Values and Ethics in Health Care</td>
</tr>
</tbody>
</table>

### Required Health Sciences Course

- **Artistic Experience**
- **Engaged Citizen**
- **Historical Foundations**
- **Written Communication**
- **Critical Thinking**
- **Global and Cultural Understanding**
- **Information Literacy**
- **Quantitative Literacy**
- **Scientific Literacy (Life Science)**
- **Scientific Literacy (Physical Science)**
- **Values and Ethics**

### Honors Track

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

<table>
<thead>
<tr>
<th>Honors Requirement</th>
<th>Health Sciences/Pre-Professional Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific Literacy (Physical or Life Sciences; including lab)</td>
<td>BIO 012/012L: General Biology and Lab I</td>
</tr>
<tr>
<td>Quantitative Literacy</td>
<td>MATH 050: Calculus I</td>
</tr>
<tr>
<td>Artistic Experience</td>
<td>Elective</td>
</tr>
<tr>
<td>HONR 100: Paths to Knowledge</td>
<td>Elective</td>
</tr>
<tr>
<td>15 additional credits in Honors</td>
<td>Electives</td>
</tr>
</tbody>
</table>

### Senior Capstone

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 155: Guided Research I</td>
<td>HSCI 156: Guided Research II</td>
</tr>
<tr>
<td>HSCI 196: Health Sciences Internship I</td>
<td>HSCI 197: Health Sciences Internship II</td>
</tr>
</tbody>
</table>

Health Sciences students pursuing an accelerated partner program may take HSCI 155, 156, 196 and/or 197 at times other than fall and spring semesters. Students pursuing an accelerated partner program must work with the Health Sciences Experiential Director to make arrangements for completing the Senior Capstone experience.
**Acceleration of Pre-Pharmacy Track**

Health Sciences students who have gained admission to Drake’s pre-pharmacy track under the [Drake PharmD Connection](#) and have earned college-level and/or AP 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 requirement and complete the form to request acceleration, see the [Pre-Pharmacy in One Year](#) information.

**Accelerated Programs**

The College of Pharmacy and Health Sciences has over 10 accelerated programs providing students the opportunity to complete their health sciences degree and a second bachelor degree, a master 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](#).

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

**Pre-Professional Planning Guides**

Many 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 health sciences students include Business, Psychology, Global and Comparative Public Health, Behavior Analysis of Developmental Disabilities, and Leadership Development. 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. For more information about minors and concentrations, the process for declaring a minor or concentration, and the appropriate contact information for each college/school, view the Majors, Minors, and Concentrations Overview.

Adjunct Faculty

Adjunct faculty members are evaluated and appointed by the University after approval by the College’s 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 participate in the program on a volunteer basis. 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.
Health Sciences Advising and Mentoring

Health Science students are assigned a CPHS faculty member as their advisor and mentor.

Purpose and Objectives of Advising Program

The CPHS advising program seeks to support the mission of Drake University and the Health Sciences program in the provision of a student-centered learning environment. The CPHS advising program personnel include the faculty advisor and the Office of Student Affairs & Enrollment Management. Through this team, students have multiple sources of information to address questions related to the Drake Curriculum and Health Sciences curricular objectives. An individual educational plan will be developed by the student with input from the faculty advisor and CPHS Office of Student Affairs & Enrollment Management. 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 and Enrollment Management

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 audits 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 Advisor

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

Student
I. Initiate conversations with advisor
II. Utilize resources and services provided by the Office of Student Affairs and Enrollment Management
III. Access degree audit on the web 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 MyDUSIS system. Students can access MyDUSIS through 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.

Health Sciences students who wish to register for over 18 credit hours in a summer, fall, or spring term or for more than three credits during J-term may request to do so using the Over 18 Hours Request Form available on the CPHS Forms Library. Enrollment in over 18 hours in a summer, fall or spring term or for more than three credits during J-term, will result in students being charged an overload fee. Additional information about overload costs can be found on the Drake University Summary of Tuition and Fees webpage.

Overload fee waivers will only be granted when the program curricula requires that a student enroll in more than 18 credits in a summer, fall or spring term or in more than three credits during J-term. Currently, no health sciences curriculum guides require a credit overload. Overload fee waivers will not be granted for classes in a minor, concentration, dual degree, or accelerated degree program.
Degree Audits

Degree audits are a tool that enable students to evaluate their progress towards graduation. Health Sciences students are responsible for reviewing their degree audits on a periodic basis to assure that transfer credits are received and curricular requirements are being met. Students should always generate a new degree audit 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 audits.
University Academic Regulations

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 faculty 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, 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 and Enrollment Management may exercise additional discretion to award transfer credit for curricular requirements.

Important Notes:
• Health Sciences students are awarded a maximum of four credits of vocational technology course work.
• Pre-Athletic Training and Pre-Occupational Therapy students admitted under the Athletic Training or Occupational Therapy Connection agreements are not able to transfer in any pre-requisite course work once they begin at Drake.
• Pre-Pharmacy students admitted under the PharmD Connection are not able to transfer in any required math/science course work once they begin at Drake.

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 course work has been equated appropriately should contact the CPHS Office of Student Affairs and 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 track within the major. Additionally, some health professions schools will not accept credits awarded by examination to fulfill pre-requisites or admission requirements for graduate and/or doctoral level programs.

More information is available on the AP, IB, CLEP Credit webpage in the Drake University Undergraduate General Catalog.

Credit/No Credit
After achieving sophomore standing (30 earned credits), Health Science students may register for and apply a maximum of 9 hours of course work on a credit/no credit basis toward graduation. These courses may only count as general 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.

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-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 professions schools recalculate a student’s GPA to include all grades received not just the highest grade earned.

Information regarding calculating a student’s Drake GPA including repeated course work is available in the Grade Point Average and Grade Values section of the Drake University Undergraduate General Catalog.

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**

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.

Health Sciences students may receive academic honors each semester through recognition on the Dean’s or President’s List. 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. For more information, visit the [Honors at Graduation](#) webpage.
CPHS Policies and Procedures

Probation, Suspension, and Re-Enrollment Policy

To the extent possible, the CPHS Academic Probation, Suspension and Re-Enrollment Policy is consistent with the Drake University Academic Probation and Suspension Policy defined in the Drake University Undergraduate General Catalog and the Drake University Student Handbook. A health sciences student may also face probation, suspension or dismissal for a variety of reasons addressed in the CPHS Honor Code Policy, CPHS Chemical Dependency Policy and/or CPHS Student Immunizations Policy.

Suspension Procedure

In general, suspension from the College and/or University may result from failure to adhere to any of the following policies:

1. Academic Probation/Suspension Policy
2. CPHS Honor Code
3. CPHS Chemical Dependency Policy
4. Sexual and Interpersonal Misconduct or Discriminatory Harassment Policy
5. Student Code of Conduct
6. Student Immunization Policy

The University Dean of Student’s office will notify a student in writing of their suspension following a violation of a University-wide policy. With the exception of suspension due to Honor Code violations, the Assistant Dean of Student Affairs and Enrollment Management in the College of Pharmacy and Health Sciences will notify a student of their suspension in writing following a violation of any College policy.

In accordance with University policy, a suspended student has the right to appeal their suspension. The student has seven (7) calendar days to appeal the suspension. If the appeal is granted, the student may continue with coursework at Drake University and progress in the program. If the student does not appeal or if their appeal is denied, the student must apply for re-enrollment into the College before being allowed to resume coursework. If a suspended student plans to re-enroll in the College at any time, they must contact the Student Affairs Officer (generally the Assistant Dean of Student Affairs and Enrollment Management) of the College to create an action plan sufficiently in advance of the deadline for submission of re-enrollment materials such that the timeline for completion of the plan may be fulfilled. It is the student’s responsibility to initiate contact with the Student Affairs Officer, and this step must occur regardless of the source of the suspension (University versus College). The action plan will be developed with the intent of preparing the student to be successful if allowed to return to the program and approved by the Student Affairs Officer. The student will sign the approved document to indicate acceptance of the terms of the plan and copies will be given to the student and included in the student’s file in the Office of Student Affairs.
and Enrollment Management. Once approved, no extensions, changes and/or waivers to the plan will be allowed.

The action plan may include certain remediation/tasks relevant to the reason for suspension. Tasks may include, but are not limited to, the following:

- **Academic Probation/Suspension Policy** – retaking specific courses to improve knowledge base, retaking written or verbal communication courses, etc.
- **Honor Code Policy** – taking additional coursework or training in ethics/professionalism, etc.
- **Chemical Dependency Policy** – completing a substance abuse evaluation program, seeking specific medical or psychological care, participating in relevant help groups, etc.
- **Sexual and Interpersonal Misconduct Policy** - completing a sexual harassment training program, participating in relevant help groups, etc.
- **Student Immunization Policy** – receiving required immunizations

**Re-enrollment Policy following Suspension**

Health Science students who have been suspended for a non-specified period of time may apply to the College for re-enrollment after one academic year. Health Sciences students who have been suspended for a specified period of time may petition the College for re-enrollment only at the conclusion of the suspension time period. The Student Affairs Officer will review the suspended student’s application for re-enrollment, and the student will be held to the same academic and professional standards as all other students in the program. These standards include the student’s academic performance, communications skills, emotional maturity, leadership ability, involvement in the community, and professional attitude/behavior.

**Application for Re-enrollment Procedure following Suspension**

The procedure for re-enrollment to the Health Sciences program in the College of Pharmacy and Health Sciences following any suspension includes:

1. Completion of a Drake University Request for Re-Enrollment Form that is available on the Drake University Office of the Registrar Forms Library.
2. Submission of a written personal statement to the Student Affairs Officer asserting the student’s ability to successfully pursue the Health Sciences curriculum after having been suspended. This statement must address, in detail, how the student has successfully met the action plan established at the time of suspension. The student must also submit documentation that the factor(s) or condition(s) responsible for the original suspension have been remedied or significantly improved.
3. Submission of official transcripts of any course work completed at another institution since the time of suspension from Drake University.

Suspended students will be eligible for re-enrollment only after satisfactorily completing the action plan within the time frame set by the Student Affairs Officer. The Student
Affairs Officer will decide whether a suspended student can re-enroll in the College. The student will be notified in writing regarding the status of their re-enrollment request. If re-enrollment is denied, the student has seven (7) calendar days to appeal this decision in writing to the Dean of the College.

**Deadlines and Criteria for Re-enrollment following Suspension**

Suspended Health Science students must submit their re-enrollment application material to the Student Affairs Officer by March 1 (for Summer Semester), July 1 (for Fall Semester), November 1 (for J-term) and December 1 (for Spring Semester) to be eligible for re-enrollment in the respective term. Health Sciences students re-enrolled following a suspension will return on a probationary status. In order to remain at Drake, the student must earn a semester grade point average of 2.0 or above during their first semester of re-enrollment as well as meet all other College criteria and policies or they will be suspended again. Any Health Sciences student suspended for a second time for the same or different violation will not be eligible for re-enrollment in the Drake University College of Pharmacy and Health Sciences.

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.

**Re-enrollment following Withdrawal for Medical or Other Non-Suspension Reasons**

Students approved for a medical leave of absence must complete the Request for Permission to Re-Enroll Following a Voluntary Medical Leave of Absence Form and other supporting documentation by June 30 (for Fall semester), November 1 (for Spring semester), or April 1 (for Summer semester). Additionally, the student's health care provider(s) must provide the College with a letter indicating that the student is ready to return to the University and abide by the responsibilities and requirements of the program. If the student is under the care of more than one health care provider, such as a psychiatrist and therapist, a letter from each provider is required. The full Medical Leave of Absence policy and required documentation for re-enrollment is provided on the Division of Student Affairs website.

For reasons unrelated to a student's health or medical issue, students must complete the Drake University Request for Re-Enrollment Form by March 1 (for Summer Semester), July 1 (for Fall Semester), November 1 (for J-term) and December 1 (for Spring Semester) to be eligible for re-enrollment in the respective term. Any additional conditions specified when the withdrawal was approved must also be completed prior to re-enrollment approval.

**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 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 required completion of these tasks are integrated into HSCI 020: Introduction to Health Sciences 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 and Enrollment Management.

Criminal Background Check/Drug Screens

Criminal Background Checks
Health Sciences students will submit to a criminal background check prior to entering their senior capstone experiences. Because many sites require background checks, information obtained may inhibit students from progression 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 backgrounds checks will be stored electronically on the College’s secure server 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. 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.

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 respond to email 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 the weekends or during holidays.
- Electronic communication methods (e.g., email, internet, BlackBoard learning management system, E*Value) 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.

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 is available on the Health Center’s Policies and Forms webpage.

Health Sciences students will need provide an updated immunization record to the CPHS Experiential Office prior to beginning senior internship. Health Sciences students will be informed of additional immunizations necessary to participate in experiential education programs upon completion of their internship application.

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 preferred name should reference the Drake University Preferred Name Website for additional information and frequently asked questions.

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.
HOSA: Future Health Professionals Student Organization

The purpose of HOSA: Future Health Professionals organization lies in the professional advancement of the 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 in order 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.