



Drake University Clinical Psychopharmacology Student Handbook

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COLLEGE OF PHARMACY & HEALTH SCIENCES

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Introduction

The Master of Science in Clinical Psychopharmacology (MSCP) Student Handbook has been compiled to provide students important information regarding the MSCP 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). MSCP students should be familiar with critical policies, procedures, and information related to all Drake professional students found in the [Drake University Academic Catalog](#) and in the [University Student Handbook](#).

To the extent that the provisions of this handbook conflict with the Graduate Catalog or the University Student Handbook, this handbook shall prevail regarding all MSCP students 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, or other members of the faculty.

Drake MSCP Program Vision Statement

To be the premier program of training for psychologists in clinical psychopharmacology, providing comprehensive education to empower our graduates with the knowledge and skills to improve mental health outcomes for individuals and communities, especially within underserved regions and populations.

Drake MSCP Program Mission Statement

Our mission is to provide advanced training and education to psychologists in the field of clinical psychopharmacology, with the goal of enhancing their ability to provide evidence-based, patient-centered care to individuals with mental health conditions. We strive to promote ethical and responsible prescribing practices, informed by the latest scientific research. We are committed to developing psychologists who are skilled in pharmacological assessment, diagnosis, and treatment planning and who possess the knowledge and expertise to collaborate effectively with other healthcare professionals. Through rigorous coursework, experiential learning, and ongoing professional development, our program prepares psychologists to integrate medication management, when appropriate, into their psychotherapy practice in a safe, responsible, effective, and compassionate manner to serve all patients of diverse backgrounds in a safe, welcoming and affirming manner.

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.

Accreditation

Drake University is accredited by the Higher Learning Commission. In addition, the MSCP program is housed within Drake University College of Pharmacy & Health Sciences (CPHS) that is accredited by the Accreditation Council for Pharmacy Education for its Doctor of Pharmacy program. Drake has received American Psychological Association (APA) Prescriptive Authority Program Designation for the MS in Clinical Psychopharmacology.

For psychologists planning to pursue a certificate of prescriptive authority in a US state, province, or territory that allows for this through their respective scope of practice law, the psychologist must additionally complete a fellowship that is sponsored by Drake University. To apply for the fellowship, the psychologist must:

- Hold and maintain a current, unrestricted license as a psychologist.
- Practice as a “health service psychologist” as defined by state law, where applicable, or as defined by the American Psychological Association.

Drake’s Master’s in Clinical Psychopharmacology program meets the educational requirements to sit for the Psychopharmacology Exam for Psychologists (PEP). Currently, seven states allow psychologists to become prescribing practitioners after receiving training (Colorado, Idaho, Illinois, Iowa, Louisiana, New Mexico, Utah). Drake’s program meets the respective educational requirements for licensing in each of these states. Note: Some states (e.g.: CO and IL) may require proof of prerequisite, undergraduate biomedical coursework.

For Contact Information Related to Each State: <https://www.asppb.net/page/BdContactNewPG>

Feedback and Complaint Process

As all students and many of the faculty and administrators of the MSCP program are psychologists, the [*Ethical Principles of Psychologists and Code of Conduct of the American Psychological Association*](#) serves as a foundation of expectations for students to be treated in a fair and ethical manner. If any student feels they have been treated in a manner that violates their rights or in an unethical manner by Drake faculty or staff, there are resources available to file a grievance.

1. Information regarding the University’s Student Complaint and Appeal Resources and Procedures may be found at this [link](#). The College’s Appeal Resources and Procedures are available at this [link](#) which includes information on the College’s Honor Code, Grade Appeal, Exception to Program Policy, etc.
2. Students who wish to lodge a formal complaint about the MSCP program or CPHS may directly communicate their complaint to the CPHS by contacting the Office of Student Affairs, with subsequent steps being decided based upon the context of the complaint.
3. Drake University provides yet another route for students to formally lodge a complaint via the anonymous [EthicsPoint reporting system](#). These complaints are received by the university’s Dean of Students Office, which then works with the CPHS Assistant Dean of Student Affairs and MSCP Training Director to determine the next steps for addressing the complaint.

Program Goals and Objectives

The clinical psychopharmacology program delivers career-focused competencies in four key areas. Upon graduation, you will be prepared for the following:

Patient Care

- Assess patients regarding the risks and benefits of pharmacotherapeutic, psychotherapeutic, and combined treatment of mental health disorders and medical comorbidities.
- Appropriately prescribe medications and implement a safe and effective individualized monitoring plan for efficacy and toxicity of medications in individuals with mental health disorders.
- Include individual patient factors in the decision-making process for determining appropriate pharmacotherapy in individuals with mental health disorders.
- Provide inclusive care and demonstrate cultural competence in caring for individuals with mental health disorders.

Medical and Science Foundations

- Utilize pharmacologic, physiologic, anatomical, and pharmaceutical understanding in the selection of pharmacotherapy for patients.
- Demonstrate the ability to understand scientific and regulatory information, applying evidence-based scientific data in therapeutic decision-making.

Interprofessional Collaboration

- Apply the Interprofessional Education Collaboration competencies as a member of the interprofessional care team.
- Utilize all members of the interprofessional healthcare team, capitalizing on the expertise of each profession, in designing and implementing pharmacotherapeutic, psychotherapeutic, or combined treatment plans.

Ethical and Legal Practice

- Adhere to all American Psychological Association professional and ethical codes and standards.
- Understand and abide by all laws, rules, and regulations related to providing psychological care and the prescribing of medications.

MSCP Curriculum

The online MSCP degree is comprised of a comprehensive curriculum covering topics in pharmacology, neuroscience, physiology, pathology, and other related subjects. Material is taught by subject matter experts and current field practitioners, preparing students to work collaboratively with other clinicians and healthcare providers. Two-thirds of the program is offered fully online and asynchronously, allowing for study while maintaining a current caseload and office hours. The remaining one-third of the program is conducted live with the course instructor(s) through synchronous learning. A new cohort is enrolled one time per year in the fall semester. The entire program takes two years to complete, followed by a fellowship lasting approximately one year. Below is a listing of course titles and the semester and session they are offered. Each session is six weeks. To view the curriculum requirements of the MSCP program and course details, visit the [Drake Online](#) website.

Year 1, Fall Semester

- Session 1 - MSCP 201: PHYSIOLOGY AND PATHOPHYSIOLOGY I
- Session 2 - MSCP 202: PHARMACOLOGY AND CLINICAL PHARMACOLOGY I

Year 1, Spring Semester

- Session 1 - MSCP 203: PHYSIOLOGY AND PATHOPHYSIOLOGY II
- Session 2 - MSCP 204: PHARMACOLOGY AND CLINICAL PHARMACOLOGY II

Summer Semester

- Session 1 - MSCP 205: FUNDAMENTALS OF NEUROSCIENCE
- Session 2 - MSCP 206: PSYCHOPHARMACOTHERAPY I

Year 2, Fall Semester

- Session 1 - MSCP 208: PRACTICE SKILLS AND ASSESSMENT I
- Session 2 - MSCP 207: PSYCHOPHARMACOTHERAPY II

Year 2, Spring Semester

- Session 1 - MSCP 209: PSYCHOPHARMACOTHERAPY III
- Session 2 - MSCP 210: PRACTICE SKILLS AND ASSESSMENT II

In addition to the didactic coursework, psychologists who plan to become licensed to prescribe psychotropic medications will need to complete a fellowship along with the Psychopharmacology Exam for Psychologists (PEP). Fellowship requirements are discussed later in this document.

Admission

Please see the [Drake Online Admissions website](#) for more information on Admission into the MSCP Program.

The MSCP program at Drake University is designed for postdoctoral students, meaning the expectation is for all students to have completed their doctoral program in psychology, including internship.

For psychologists planning to pursue a certificate of prescriptive authority in a US state, province, territory, or foreign country that allows for this through their respective scope of practice law, the psychologist must additionally complete a fellowship that is sponsored by Drake University. To apply for fellowship, the psychologist must have completed all requirements of the MSCP program, have an active and unrestricted license and show proof of practice as a “health service provider” as defined by state law, where applicable, or as defined by the American Psychological Association.

Consistent with APA Designation criteria, all students applying for MSCP fellowship must have an active license prior to beginning fellowship and must maintain an active and unrestricted license throughout the term of the didactic program and fellowship. If any event occurs during the course of either component of the program that changes the status of a student’s license from active and unrestricted (e.g., probation, censure, etc.), the student must notify the Training Director within 72 hours of receiving notice of the change in their license status. Depending upon the circumstances, the student may be dropped from the program, or placed on suspension. If the status of the student’s license is changed to active and unrestricted, the student may petition the College through communications with the Associate Dean for Curriculum and Assessment to return to the program.

MSCP Advising and Program Support

Multiple resources for advising are available to MSCP students through the College of Pharmacy & Health Sciences blended advising model. Once admitted, students are automatically assigned to the Director of Online Student Services at Drake University for advising on admissions, enrollment, and other similar administrative questions. The MSCP Training Director is available for advising and program support for any other questions about the program or the student's experiences.

Course Registration

The Drake Online team will contact students before beginning the registration process for their first semester. They can be contacted at drakeonline@drake.edu or 1-800-44DRAKE. After their first semester, the student's Drake Online academic advisor will reach out to students with details regarding registration along with a request to set up an advising meeting to review course plans as needed. Students then register for courses with the [Registration Instructions](#) when the registration period opens. Registration periods open in mid-April to register for the following summer and fall semesters, and in mid-November for the following spring semester.

Student Resources

Physical Facilities: Although primarily an online program, the MSCP program will utilize some campus space primarily related to patient assessment. The College has space in four conjoined buildings. Total square footage including study spaces and proprietary classrooms totals 30,389 sq ft. On-campus faculty have private offices.

Educational Space: CPHS controls several spaces within the shared, campus facilities that are planned to be utilized for the MSCP program. These spaces include the Fitch Hall Porter Clinical Skills Center that includes the Davidson Pharmacy Practice Lab and the Franson Simulation Lab, the Harvey-Ingham Hall Johansen Patient Care Skills Lab, the Nursing Building, and the Cline Hall Interactive Healthcare Center. All these spaces support individual patient assessment space. Many of these spaces have been updated with technology that allows for active learning activities and recording/remote viewing of student/patient interactions.

Educational Resources Available: Cowles Library is a comprehensive library and maintains an extensive repository of resources. Campus internet access is comprehensive as well. All staff, faculty and students have wireless access throughout the campus. The campus learning management software is Blackboard Ultra. Online testing is performed through Blackboard. Microsoft Teams is used for experiential support.

The Graduate Health Professions Librarian is available as a resource to the MSCP program, teaching as a guest lecturer on drug information (DI) topics and helping to provide research skills and training for students on searching electronic drug information resources and the PubMed database. The Graduate Health Professions Librarian has a Master of Library Information Science and a Bachelor of Science in Nursing.

Technology Access to Literature: The College has strong support from the Graduate Health Professions Librarian and Cowles Library for acquiring appropriate educational resources. A research guide webpage that lists resources is available. Access to the following relevant databases is available: *AccessPharmacy*, *ASHP eBooks*, *CINAHL*, *Cochrane Library*, *DynaMed*, *Lexicomp*, *Micromedex*, *Natural Medicines*,

Pharmacy Library (APhA), PsycINFO, MEDLINE ProQuest, MEDLINE PubMed, Travax, and the Web of Science.

Cowles has access to almost all Springer journals and thousands of current eBooks, most Elsevier (Science Direct) journals and eBook content, and the "Taylor & Francis Medical Library" journal package. Additionally, Interlibrary Loan or document delivery is provided for access to journals that are not subscribed to. Lastly, supervisors have access to nearly all services and collections in the library after registration in the University's Banner system.

Educational Equipment and Simulation: CPHS has created a simulation lab with high-fidelity and mid-fidelity mannikins in Fitch Hall and the Cline Interactive Healthcare Center as described above. The Johansen Skills Lab is available for practicum experiences including communication skills and patient assessment. Recently, the Interactive Health Care Center, as well as the Nursing Building, have been developed to provide additional shared space for practicum experiences. The College utilizes high- and mid-fidelity mannikins for simulation experiences.

In addition, the College has 3D Anatomage Tables, a fully segmented real human 3D anatomy platform. Students visualize anatomy exactly as they would on a fresh cadaver with individual structures reconstructed in accurate, high-resolution 3D. The anatomy is presented as a fully interactive, life-sized touchscreen experience, in operatory bed form.

Supervisors are provided access to necessary tools through the College experiential website, access to the library and its resources, and development tools provided on an annual or as requested basis (books, professional development programs, etc.).

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 or result in the student having to repeat the course. As the Drake MSCP program courses each last just six weeks, the pace of learning is brisk. As a general rule, attendance at every synchronous meeting should be assumed to be mandatory unless otherwise indicated by the course professor.

Transfer Credit Policy

Up to six (6) credit hours of coursework previously completed within the past five years with a grade of "B" or above at the postdoctoral level from other APA designated MSCP programs, may be accepted as transfer credit. Consideration of transfer credit will be made on an individual basis and only for courses in the domains of basic sciences and functional neuroscience. For prior courses to qualify for transfer credit, the content of those courses will be reviewed by the Director of Training and relevant Drake faculty and must be determined to be substantially of the same or similar content. It is the student's responsibility to provide documentation and materials for analysis of course content to be completed by the College. For this program, transfer credit is only available for up to two of the following courses:

- MSCP 205 FUNDAMENTALS OF NEUROSCIENCE
- MSCP 201 PHYSIOLOGY/PATHOPHYSIOLOGY I
- MSCP 203 PHYSIOLOGY/PATHOPHYSIOLOGY II

It should be noted the above courses taken at Drake University may or may not be transferrable to another MSCP program and is dependent upon the policies of that university or program.

Grading Policy

Information regarding Grades and GPA can be found on the [Office of the Registrar website](#).

Students must have a grade of C or higher in all required courses in the program. For courses that may have prerequisite course requirements, a grade of C is required in prerequisite courses prior to progressing in the curriculum.

Like academic requirements in other professional degree programs at Drake, students are permitted to repeat a required course one time only. Failure to achieve a grade of C or higher after repeating a course will result in being dismissed from the program. Other academic requirements to be consistent with APA designation standards may be implemented.

Graduation Requirements

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

1. Successfully complete all academic requirements and be in good standing with the University.
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 responsibility, and accordingly, each student should become familiar not only with the curriculum but also with the academic regulations of the College.

CPHS Policies and Procedures

Academic Honors System

The College of Pharmacy and Health Sciences (CPHS) is committed to recognizing academic excellence among its students. The CPHS Academic Honors System was established to honor those who have demonstrated outstanding academic achievement in their graduate or professional programs. This system will acknowledge students' hard work and dedication by awarding special distinctions at commencement and on their official academic records.

Recognition in the commencement program is based on the student's Graduate Level Grade Point Average (GPA) as of the end of the Fall semester prior to graduation. Distinctions noted on the academic

transcript and diploma are based on the Graduate Level GPA as of the end of the Spring semester before graduation. The distinction designations are as follows:

Honors (White Cord)

- GPA: 3.50 - 3.69

High Honors (Silver Cord)

- GPA: 3.70 - 3.89

Highest Honors (Gold Cord)

- GPA: 3.90 - 4.00

Exception to Program Policy

MSCP 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/or the College Administrative Committee inclusive of college administrators and department chairs.

Requirements for Progression

There are several policies that impact progression in the MSCP curriculum and, if not met, may result in a delayed graduation date. These policies are summarized below.

1. Once a student enters the professional program, didactic courses must be completed in two years. Students who are unable to complete the requirements in this time period will be dismissed from the program unless an extension has been granted. (see also Length of Program Policy section)
2. Students are required to obtain a C or better in all required courses in the professional program. (see also in Grading Policy section)
3. Students are permitted to repeat a required course one time only. Students who fail to receive a C or higher in the repeated course will be dismissed from the program.
4. Student academic standing status can delay progression in the MSCP program. (See also CPHS Academic Standing Policy section)
5. Progression to fellowship requires completion of 30 credit hours and graduation with the MSCP degree. This includes all requirements for entry into the professional program as well as successful completion of all the requirements of the program.
6. Progression to fellowship also requires proof of active and unrestricted licensure to practice psychology as well as proof of practice as a Health Service Psychologist.
7. Information obtained from background checks and drug screens may inhibit students from progressing in the professional program. (See also Criminal Background Checks and Chemical Drug Screening policies).
8. Successful progression to graduation means completing all academic requirements and being in good academic standing with the University. (See also Graduation Requirements section)

Final Grade Appeal Policy

MSCP students may appeal a final grade in a course. It is the right and responsibility of the faculty to establish students' grades. Thus, the appeal process for students who question a final grade in a course is to discuss the grade with the instructor and provide clear and convincing evidence of procedural error,

instructor bias, and/or arbitrary grading. Students are expected to review the full [Final Grade Appeal Policy](#) to determine if their circumstances fulfill the evaluation criteria for an appeal.

Length of Program Policy

Once a student enters the professional program, all didactic coursework is expected to be completed in two years. This two-year timeframe may be paused for medical or personal leave approved by the College as outlined elsewhere in this document. However, the entire MSCP curriculum must be completed within 150% of the expected timeline (three calendar years) inclusive of approved medical or personal leave, repeated courses, and experiential coursework. Students who are unable to complete all coursework within this period will be dismissed from the program.

Students requiring any absences from the College for greater than 6 cumulative months must meet with the Assistant Dean of Student Affairs for development of an academic success plan upon re-entry into the program. The Assistant Dean of Student Affairs in consultation with the department chairs of the Department of Pharmaceutical and Administrative Sciences and Pharmacy Practice Department will appoint an ad hoc committee for review of the student's case. The ad hoc committee will be comprised of the MSCP Training Director, one member of the Department of Pharmaceutical and Administrative Sciences, and one member of the Pharmacy Practice Department. The ad hoc review committee may suggest items including, but not limited to:

- Examination(s) that may reveal retention of knowledge of prior coursework
- Repeating select courses for grade or audit
- Assignment of other remediation including study with individual faculty members for focused content
- Setting specific timelines for completion of remaining coursework
- Follow up meeting plan with a faculty advisor or the Student Affairs office to determine progress

The ad hoc review committee may also conclude that no special remediation steps are needed. The Assistant Dean of Student Affairs will review the recommendations with the student and make a final plan available to any necessary parties.

Academic Standing Policy

Objective and Purpose

The College of Pharmacy & Health Sciences (CPHS) is responsible for monitoring and notifying graduate students who are not making satisfactory progress toward degree completion. This policy defines academic progress, as indicated on the student record, and how academic progress affects a student's academic standing at the university.

Academic Standing Policy

The CPHS academic standing policy is grounded in the philosophy that students enrolled in a graduate program should:

1. maintain a level of C or higher (CR in 'credit/no credit') grade performance in all required courses and
2. demonstrate they can reasonably expect to attain the 2.00 cumulative graduate level grade point average (GPA) required for graduation within the length of program policy

Procedure

The CPHS Office of Student Affairs will review academic progress standards at the end of each fall, spring, and summer semester. Evaluation of academic progress is based on all coursework completed at Drake University during the respective semester regardless of the level of the course. If a student receives a grade change after academic standing determinations have been made, the student can petition to have their academic standing re-evaluated through the midpoint of the following semester.

It is the CPHS practice to email academic standing notifications to the student's official Drake University email address within 10 business days of the semester's final grade submission due date.

Academic Progress Standards

Students must meet both academic progress standards to be considered in good academic standing with the university.

Standard 1: Minimum Grade Requirement

Students are required to obtain a C or higher (CR in 'credit/no credit') in all required courses.

Standard 2: Cumulative GPA

Students must maintain a 2.00 cumulative graduate level grade point average (GPA) and remain on track to graduate within the length of program policy. Only coursework taken at Drake University is included in the cumulative GPA calculation.

Academic Standing Designations

Good Academic Standing

A student who satisfies both academic progress standards is in good academic standing. A notation of "Good Academic Standing" will be recorded on the student's transcript for the respective semester of evaluation.

Academic Notice

A student who does not satisfy one or both academic progress standards at the end of the semester will be placed on academic notice. A notation of “Academic Notice” will be recorded on the student’s transcript for the respective term of evaluation and will remain each semester until the student returns to good academic standing. To return to good academic standing, the student must satisfy both academic progress standards by retaking coursework in which they received a non-passing grade. (See also Requirements for Progression section)

Academic Dismissal

A student will be dismissed from the program if they fail to receive a C or higher (CR in credit/no credit) in a repeated course. A notation of “Academic Dismissal” will be recorded on the student’s transcript for the respective semester of evaluation. Students may appeal against their academic dismissal by following the appeal process outlined below. If the appeal is denied, the action is permanent, and the student may not be readmitted to the graduate program. (See also Requirements for Progression section)

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 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 academic suspension or dismissal notification. No appeals will be reviewed following the deadline.

Appeal Review Process

2. The Dean/their designees will review and assess all appeals and supporting documentation.
3. Following the appeal deadline, the Dean/their designees will meet to discuss and determine the status of the appeal.
4. Appeal decisions will be communicated to students via email by the CPHS.
5. 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

Graduate 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 graduate program is not eligible for re-enrollment to the same program.

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 graduate 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 course work 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 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. MSCP students are expected to read the full [CPHS Honor Code Policy](#) and sign the Pledge of Honor.

CPHS Chemical Dependency Policy

MSCP students are expected to read the full [CPHS Chemical Dependency Policy](#) and sign the Student Agreement. 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.

Students receive instructions for completion of the Pledge of Honor and Chemical Dependency Policy Student Agreement from their academic advisor prior to the start of their first scheduled class session. A copy of these agreements will be saved in the student's electronic file.

Criminal Background Checks

All MSCP students completing fellowship will submit to a criminal background check during their last course of the program. As many experiential sites for the fellowship require background checks, information obtained may inhibit students from progression into the professional program or into their rotation 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. Results of the backgrounds checks will be filed securely on the College's file storage system in Microsoft Teams. Only CPHS personnel designated by the Assistant Dean of Student Affairs will be allowed access to these files. The results of the background check 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. The College will notify students of findings as required by the Fair Credit and Reporting Act. 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 bodies that request 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

All MSCP students completing fellowship will be required to complete a chemical drug screen during the last course of the program. As many experiential sites for the fellowship require drug screens, information obtained may inhibit students from progression into the professional program or into rotations. 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 and filed securely on the Colleges file storage system in Microsoft Teams. Only CPHS personnel designated by the Assistant Dean of Student Affairs will be allowed access to these files. 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.

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 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 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 experiential requirements 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.

Laptop Computer Requirement

CPHS professional program students enrolled in the MSCP program are required to have a laptop computer. Professional program students will utilize laptop computers for completing coursework, accessing electronic learning management systems, electronic testing and assessments, and other professional program needs.

The laptop computer requirements for CPHS students may be found on the [Drake Information Technology Services](#) webpage.

- Any device that does not meet the University requirements may not be compatible with testing requirements. It is each student's responsibility to make sure that their device is acceptable.
- It is recommended that students have high speed internet access at their home.
- Students are responsible for maintaining a functioning laptop computer. Drake Information Technology Services provides student technology resources on their webpage.

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, Tiktok, 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

All MSCP students completing fellowship are required to provide Drake University with their medical history and immunization record. As many experiential sites for the fellowship require drug screens, information obtained may inhibit students from progression into the experiential and/or fellowship components. MSCP students will need to upload required health information into CORE. This includes a completed Certification of Medical Examination and Evaluation form, which is located on the CORE home page as well as an updated immunization record. All information must be provided prior to the end of the last didactic course of the program.

Change of Legal Name Policy

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 is available.

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.
- The Iowa Board of Pharmacy Examiners must also be notified of name change information.

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

Tuition/Fees and Scholarships

For information about tuition and fees, please visit the [Financial Aid Office website](#). Refund policy information is also available at this site.

Scholarships are available to some students who intend to practice as a prescribing psychologist in certain counties of Iowa. Scholarship availability varies from year to year as well as participating counties/regions. For information on current scholarship opportunities, contact the program Training Director. Scholarship benefits may also vary, but typically include full tuition, fees, and books. There is no separate application to qualify for scholarships, but it is the student's responsibility to inform the Training Director of their eligibility, based upon the county they intend to practice in after completion of the MSCP.

The MSCP program is a total of 31 hours. There are 10, 3-credit courses and 1-credit for the fellowship for those students who opt to enroll in the fellowship experience. For cost of tuition per credit hour, please visit the [Financial Aid Office website](#).

Fellowship Requirements

Completion of a fellowship (which may be referred to by different names in other states and jurisdictions) is required in all US states for psychologists to be able to prescribe psychotropic medications. The minimum requirements vary from state to state. It is the responsibility of the student to know the requirements for didactic and fellowship training in the state where they intend to become licensed or certified to prescribe medications. The Drake MSCP program has been designed to meet the requirements of Iowa law (see below). Students unable to locate the applicable law or rules and regulations of a particular state, may contact the psychology board of that state or the Drake MSCP Training Director. Furthermore, any student cannot claim to have completed all requirements of the Model Education and Training Program in Psychopharmacology for Prescriptive Authority as set forth by the American Psychological Association, until a fellowship is completed.

Brief summary of Fellowship requirements for Iowa:

- a. *Participation in 600 physician supervised patient encounters where physical assessment skills and understanding of pathophysiology are developed.*
- b. *Training in safe and effective medication management of at least 100 patients with mental health disorders, over 400 contact hours. At least 100 hours of the 400 hours must be completed in a psychiatric setting, supervised by a psychiatrist. At least 100 hours of the 400 hours must be completed in a primary care or community mental health setting with a physician supervisor. The remaining 200 hours can be spent in any type of medical or mental health facility. The makeup of the patients seen will be determined in the fellowship plan established by the student in collaboration with the program director.*

The following link is to the [Iowa law allowing for psychologists in Iowa to prescribe medication](#). This law addresses the educational and other training requirements.

The following link is to the [Iowa rules and regulations allowing for psychologists in Iowa to prescribe medication](#). These rules and regulations address the educational and other training requirements.

Questions regarding Iowa licensure requirements should be directed to:

Iowa HHS Bureau of Professional Licensure

321 E. 12th St

Des Moines, IA 50319

Phone: (515) 281-0254

Fax: (515) 281-3121