ADMINISTRATIVE POLICY

Waiving Required Coursework in the PharmD Curriculum

POLICY STATEMENT
Consistent with ACPE guidelines (see appendix), the University of Minnesota College of Pharmacy reviews, evaluates and when appropriate, waives required and elective requirements in the PharmD curriculum that have been satisfactorily completed at another accredited institution.

REASON FOR POLICY
The College values the previous academic experiences that student pharmacists have upon admittance to the professional program. It recognizes some coursework completed at other institutions may sufficiently meet the standards set within similar courses offered as part of the professional curriculum.

PROCEDURES

1) **Waiving required courses in the curriculum.** Students may request a waiver of a required course by petitioning the course director on an individual basis with a Course Waiver form (available from the Office of Student Services). Students should provide evidence (preferably official transcript and syllabus) of completion of an equivalent course and make the request at least two weeks in advance of the semester in which the class begins. The course director has the authority to allow a student to waive his/her course, and may require additional evidence (eg. challenge exam, writing exercise) to demonstrate competency in the subject. Once matriculated into the College, students cannot seek courses outside the college in order to waive courses required in the curriculum.

2) **Waiving elective courses for incoming students.** Students who have completed a graduate/professional level course relevant to the professional curriculum before matriculation into the PharmD program can submit a course syllabus & transcript to the Director of Professional Curriculum. If deemed acceptable, the course can satisfy a maximum of two credits of the 10-credit elective requirement in the PharmD program.

3) **Transfer credit procedure:** Applicants wishing to apply to transfer to the PharmD program from another college of pharmacy must apply as an entry-level applicant through PharmCAS or present a complete application no more than two years old. If the student has completed the equivalent of required courses at another college of pharmacy, those courses may be waived. The Sr. Associate Dean of Professional Education, in consultation with the Director of Student Services, evaluate transcripts and syllabi of courses completed at an accredited College of
Pharmacy. Courses that, as determined by this process, meet or exceed the University of Minnesota’s required courses are waived. The transfer student can request to waive further courses in accordance with the college’s course waiver procedure (see #1 above).

FORMS/INSTRUCTIONS

Course Waiver Form

ADDITIONAL CONTACTS

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contacts</td>
<td>Peter Haeg</td>
<td>612-624-2649</td>
<td>612-626-4838 <a href="mailto:haegx002@umn.edu">haegx002@umn.edu</a></td>
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</tr>
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DEFINITIONS

RESPONSIBILITIES

APPENDICES

Accreditation Council for Pharmacy Education (ACPE) Standard No. 18: Transfer of Credits and Waiver of Requisites for Admission with Advanced Standing

The college or school must produce and make available to students and prospective students transfer credit and course-waiver policies, based on rational procedures and defensible assessments.

Guideline 18.1
The college or school must implement policies and procedures for the evaluation of the equivalency of educational courses (preprofessional or professional) prior to admission or transfer to the professional degree program.

Guideline 18.2
Credits toward completion of the professional program in pharmacy may be transferred from one ACPE-accredited professional degree program to another.

Guideline 18.3*
For colleges or schools with nontraditional curricular pathways, for example, pathways for graduates of an ACPE-accredited baccalaureate in pharmacy program or for students in multiple professional degree program pathways, admission criteria and transfer credits should be customized in accordance with the results of a candidate’s individualized assessments.

Requisites may only be waived based upon an educationally sound assessment of the professional competencies (as set forth in Standard 12) that may have been achieved through continuing pharmacy education, other postgraduate education and training, and previous pharmacy practice experience.

Guideline 18.4*
Colleges and schools offering multiple professional degree program pathways must
establish and implement policies and procedures for students who request to transfer credits or who wish to change from one program pathway to another.

FAQ

RELATED INFORMATION