



ADMINISTRATIVE POLICY

College of Pharmacy

Course Waiver Policy

Policy Owner: Associate Dean for Professional Education

Policy Contact: Director, Office of Student Services

POLICY STATEMENT

Consistent with ACPE guidelines, 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

Waiving Required Courses in the Curriculum

Students may request a waiver of a required course by petitioning the course director on an individual basis. Students must provide evidence (official transcript and preferably a syllabus) of completion of an equivalent course and make the request at least two weeks in advance of when 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. If the course director agrees to waive the course, they must notify the Director of Student Services via email. Once matriculated into the College, students cannot seek courses outside the college in order to waive courses required in the curriculum.

Waiving Elective Credits for Courses Completed Prior to Matriculation

Students who have completed a graduate/professional level course relevant to the professional curriculum before matriculation into the PharmD program can submit the [Elective Approval Form](#) along with an official transcript to the Associate Dean of Professional Education. The transcript is not required if the course appears on the student's PharmCAS application. If deemed acceptable, the course can satisfy a maximum of two credits of the 15-credit elective requirement in the PharmD program.

Transfer Credit Procedure

Applicants wishing to apply to transfer to the Pharm.D. program from another ACPE accredited college of pharmacy must apply as an entry-level applicant through PharmCAS. If the student has completed the equivalent of the U of M College of Pharmacy required courses at another college of pharmacy, those courses may be waived. The 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 above), but all graduates must earn at least 30 credits enrolled as a student in the University of Minnesota.

HISTORY

Approved by the Office of Student Services:

June 2017

Updated July 2019