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Mission Statements

College of Pharmacy Mission Statement
Our Mission—The College of Pharmacy improves health through innovative education, pioneering research, and interdisciplinary practice development that attends to the diverse needs of the people of Minnesota and the world.

Our Vision—The University of Minnesota College of Pharmacy will be a leader that enhances health in Minnesota, the nation and around the globe through innovation in pharmacy education, research and practice.

We will:
- Nurture exceptional and visionary pharmacy thought leaders rooted in a culture of excellence and innovation in education, research, practice and community engagement.
- Provide a dynamic educational experience to a high-achieving, diverse student body, thus empowering them to become leaders in patient-centered, interprofessional care.
- Lead innovative research in pharmaceutical sciences and patient care through embracing the value of interdisciplinary work.
- Cultivate relationships with patients, decision makers, practitioners, and other key stakeholders to meet changing needs, model patient-centered care, and shape the evolving health care system.
- Prepare graduate students, residents and post-doctoral fellows to become the next generation of scientists, advanced practitioners and educators.
- Foster a culture of inclusivity that attracts and retains an outstanding and diverse faculty and staff.

University of Minnesota Mission Statement
The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world.

The University’s mission carried out on multiple campuses and throughout the state, is threefold:

Research and Discovery—Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

Teaching and Learning—Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

Outreach and Public Service—Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers the individuals within its community.
The College of Pharmacy at the University of Minnesota is one of the outstanding pharmacy education and research institutions in the world. U.S. News and World Report rank it as the second best college of pharmacy in the United States. Graduates of the four-year doctor of pharmacy (PharmD) program enter the profession as well-qualified, highly sought after pharmacists.

The college’s programs are supported by centers of excellence in diverse areas—such as geriatrics, pharmacy management and economics, rural pharmacy, pharmaceutical care, and drug design and delivery. The teaching, research, and service activities of the 100 full-time faculty members and hundreds of volunteer faculty are focused in five departments: medicinal chemistry, pharmaceutics, pharmaceutical care and health systems, experimental and clinical pharmacology, and pharmacy practice and pharmaceutical sciences.

The Duluth campus is located at the University of Minnesota Duluth (UMD), and is housed in the Life Sciences Building, renovated in 2007 for the college and adjacent to the Medical School, Duluth. The Twin Cities campus of the college is housed in the Academic Health Center on the Minneapolis campus. Both campuses are designed for health education, research, and practice.

Pharmacy students have access to modern classrooms, laboratories, and more than 350,000 volumes of pharmacy resource materials. In addition, students have unique opportunities to experience rural/small town and urban pharmacy practice, interprofessional activities, and outreach to the community.

The college is fully accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100 Chicago, IL 60603-4810 (312-664-3575).

History

Throughout the college’s history, its programs have evolved to meet the needs of the pharmacy profession. In 1892, the college initiated a program consisting of two years of professional studies leading to the doctor of pharmacy degree. To accommodate new knowledge and technology, the period of formal instruction was extended to a four-year baccalaureate degree (BS) in 1927 and increased to five years in 1954. A clinical component was added to the BS program in 1967; a doctor of pharmacy (PharmD) program was established in 1971. The college added a six-year PharmD program in 1981 and, in 1987, revised the professional education curricula and introduced career-tracking options. In 1995, the college introduced a new PharmD program and phased out the former PharmD and BS programs. The college extended its program to the Duluth campus in fall 2003 and substantially revised its PharmD curriculum in 2013.
Students at the University of Minnesota College of Pharmacy will learn to assess and address the drug-related needs of patients from many different cultures who might speak a number of different languages and possess different value systems. This creates a need for students, our future pharmacy practitioners, who are themselves ethnically, racially, socioeconomically, and geographically diverse, having varied life experiences and academic backgrounds. A diverse student body benefits the education of all students in our college and supports the College of Pharmacy’s commitment to educating pharmacists who will serve the health needs of a diverse society.

Consistent with University of Minnesota Regents policy, the College of Pharmacy Admissions Committee will consider the following diversity factors in the admissions review process.
Services for Students with Disabilities

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have equitable access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and for making their needs known.

One of the first places to seek assistance is Disability Resources (Duluth) or Disability Resource Center (Twin Cities). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical) and assisting the University in meeting its obligations under federal and state statutes. Disability Resource counselors provide direct assistance such as: securing documentation of disability conditions, determining and implementing reasonable accommodations and, referral, and consultation for enrolled and prospective students. They also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free.

For more information or to arrange reasonable accommodations:
On the Duluth campus contact Disability Resources, 258 Kirby Student Center (218-726-6130, TTY 800-627-3529) http://www.d.umn.edu/access.
On the Twin Cities campus contact the Disability Resource Center in the McNamara Alumni Center, Suite 180, (612) 626-1333, https://diversity.umn.edu/disability

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on each campus via the Student Mental Health Websites at http://www.d.umn.edu/hlthserv/counseling/ and http://www.mentalhealth.umn.edu.
Essential Student Capacities

Essential Capacities for Matriculation, Promotion, and Graduation

One of the primary missions of the College of Pharmacy is to educate pharmacists with superior knowledge and skills to provide contemporary patient care services both now and in the future. The faculty of the college strives to deliver an education that will, through the graduates of the doctor of pharmacy program, attain the highest levels of this goal.

Principles

The professional program leading to the doctor of pharmacy degree and eligibility for pharmacist licensure requires a certain level of cognitive, behavioral, and technical skill, and personal and professional integrity inherent in a professional education. These principles and standards hold for admission to, progression in, retention by, and completion of the program.

The primary role of the pharmacist is to provide safe and effective health care to patients. Patient safety must be considered in the selection and education of student pharmacists. The College of Pharmacy also has a responsibility to maintain a safe environment in the settings in which its students practice and receive an education. Student pharmacists must contribute to a safe environment through their personal, physical, and mental health or social behavior. Students must complete the academic program in a reasonable length of time, must register as a pharmacist intern prior to beginning IPPEs, maintain their registration during their educational program, and must be eligible for a pharmacist license after they complete the doctor of pharmacy program.

All students are expected to fulfill the same core educational requirements. Reasonable education-related accommodations are provided where possible, within University guidelines. Students need to possess the skills and abilities that, with or without accommodations, will allow successful fulfillment of program requirements. Graduates are eligible to become pharmacists without restrictions on their practice. The program does not allow students to take a partial set of required activities.
Observation—Observation requires the use of visual, auditory, and somatic senses, with reasonable accommodation if necessary. Students must have the ability to observe and evaluate, in classrooms and patient care areas, demonstrations, experiments, and patients; perform physical assessments; and observe the quality of pre-manufactured and compounded medications.

Communication—Student pharmacists must communicate effectively and efficiently in oral and written English and properly use and recognize nonverbal communication cues, with reasonable accommodation if necessary. They must be capable of completing professional communication activities in a timely manner.

Motor—Student pharmacists must have coordinated muscular movements, with reasonable accommodation if necessary, to prepare and evaluate all forms of medication orders, use diagnostic equipment for patient assessment, and directly deliver patient therapies.

Intellectual, conceptual, integrative, and quantitative abilities—Student pharmacists must demonstrate a fundamental and continuing ability to use analytical reasoning to independently and in collaboration with a health care team synthesize knowledge, solve problems, and explain health care situations. Information must be obtained, retrieved, evaluated, and delivered in an efficient and timely manner. Students must be able to demonstrate good judgment in patient care and assessment and have the ability to incorporate new and changing information obtained from the practice environment.

Behavioral and social attributes—Student pharmacists must demonstrate appropriate professional and ethical demeanor. Students must be able to function within the regulatory and institutional limits of the educational environment and modify behaviors based on criticism. Students must demonstrate compassion and integrity, a concern for others, and respect for the privacy of information about patients. This requires responsibility for personal action and emotional stability under the stressful conditions that may arise from their professional education.

Individuals with questions or concerns about their ability to meet these standards are encouraged to call the director of student services at 612-624-2649.
Cost & Financial Aid

Tuition and Fees
For current information on tuition and fees, please visit www.pharmacy.umn.edu/degrees-programs/doctor-pharmacy/admissions/costs-financial-aid-scholarships
As part of their required courses, students complete Introductory and Advanced Pharmacy Practice Experiences at a variety of sites throughout the state. Students are required to live in or travel to locations other than Duluth or the Twin Cities during summer Introductory Pharmacy Practice Experiences (IPPEs) and fourth-year Advanced Pharmacy Practice Experiences (APPEs). Students are responsible for living and travel arrangements and expenses.

Residency and Reciprocity
Since the University is a state institution, Minnesota residents pay lower tuition than nonresidents. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. Minnesota residency status is granted to students who:

- Are permanently residing in Minnesota; and have been continuously present in the state of Minnesota for at least one calendar year prior to the first day of class attendance at the University. During that one-year period, the student must not have attended any other Minnesota post-secondary educational institutions.

Please review the downloadable Residency, Reciprocity and Tuition Exemption brochure (pdf) for more information on this policy and for instructions to appeal your residency classification if you believe your out of state residency is not appropriate.

The University has reciprocity agreements with South Dakota and Wisconsin that allows residents of those states to pay Minnesota in-state tuition. This is not automatic; South Dakota and Wisconsin residents must apply for reciprocity through the South Dakota Board of Regents or State of Wisconsin Higher Education Aids Board.
For more information, contact Office of Admissions/Resident Classification and Reciprocity, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612-625-6330); or UMD One Stop Student Services, 23 Solon Campus Center, 1117 University Drive, Duluth, MN 55812 (218-726-8000); or the residency office on your campus.

Financial Aid
Pharmacy students finance their education from a combination of sources, including personal or family funds, grants and scholarships, loans, and employment.

Federal, state, and institutional loans and grants are administered by the Office of Financial Aid and Registrar on the Duluth campus and the Office of Student Finance on the Twin Cities campus. After January 1, students can access the Free Application for Federal Student Aid (FAFSA) to apply for federal financial aid. You may apply for financial aid before you are admitted to the College.

For more information about types of financial aid available and the application process, contact the financial aid office and ask to speak with a financial aid counselor:

Duluth: Office of Financial Aid and Registrar, 23 Solon Campus Center, 1049 University Drive, Duluth, MN 55812-3011. 218-726-8000 or 800-232-1339. Email - umdhelp@d.umn.edu

Twin Cities: Office of Student Finance - Health Sciences, University of Minnesota, Moos 2-693, 308 Harvard St SE Minneapolis, MN 55455. 612-624-4138.
Part I—The University of Minnesota College of Pharmacy Honor System—developed, assumed, and administered by students—is intended to provide a framework of expectations and responsibilities for members of the College of Pharmacy community. It is intended to promote a spirit of community, a spirit of professionalism, and a spirit of trust. It challenges pharmacy students to adopt principles of professional behavior and responsibility within the context of academic honesty, integrity, and community standards. It challenges college faculty and administration to uphold, demonstrate and profess those principles and standards. It encourages all members of the College of Pharmacy community to discuss expectations in the spirit of mutual trust and respect.

The essence of the Honor System is codified in the “Pharmacy Student Code of Academic Integrity and Professional Responsibility” (the Code), which specifies student responsibilities relative to academic honesty and clinical obligations. The spirit and intent of the Honor System is to prevent the occurrence of such violations through proper education, and appeal to individual conscience and mutual understanding of expectations among the members of the College of Pharmacy community. The Code is communicated, promoted and maintained by the Honor Council, a group of students elected by their peers. Reports of alleged Code violations are investigated and processed by the Honor Council in a manner that assures the anonymity of all parties involved, except in cases of appeal by either party. The integrity of the Honor System and Code carries with it a twofold responsibility: first, to personally abide by the principles and rules of academic honesty and clinical obligations, and second, to ensure observance of its rules by all members. Both aspects of the twofold responsibility ultimately rely on the conscience of each individual. Understanding of these responsibilities is signified in the “Honor Code Affirmation” taken by students upon acceptance into the college community; action in accordance with these responsibilities is signified by the “Honor Code Reaffirmation,” made explicitly or implicitly on all college coursework submitted to fulfill requirements.

Part II—In addition to the general principles of academic integrity and professional responsibility mentioned above, each student is bound by the following specific provisions as part of the Code.

1. Each student will respect intellectual and physical property and will not use such property without the owner’s permission.

2. Each student recognizes that academic misconduct is unacceptable behavior for students in a professional school and is a violation of the code. Academic misconduct is any unauthorized act that may give a student an unfair advantage over other students, including but not limited to the following: Falsification—altering, forging or misusing a University academic record; willfully providing University officials or officials with false, misleading, or incomplete information; fabricating data. Plagiarism—use of work or ideas of others without crediting the source. Misuse of test materials—taking, acquiring, or using test materials without faculty permission; taking or damaging a posted examination or assignment key.
Policies

Receiving unauthorized assistance—copying or consulting information during an exam provided by other individuals, notes, textbooks or other references except as specified by the evaluator; copying or collaborating on class work, lab reports or other assignments that require independent work; receiving questions, answers or a copy of an original exam before taking the makeup exam.

Giving unauthorized assistance—sharing answers during an exam; writing a paper or completing an assignment for another; sharing exam questions or answers with a student before a make-up exam.

3. Each student recognizes the privacy rights of other students involved in an Honor Council proceeding. Any student who serves as an accuser, accused, witness or Honor Council member will not discuss with other students outside the proceeding the identities of parties, nature of, specific details about, or disposition of allegations and cases.

4. Each student recognizes that his or her primary responsibility while on clinical rotations is the care of her or his patients and that the patients' welfare has precedence over a student's personal educational objectives. The student will respect each patient's privacy and dignity and will maintain confidentiality with regard to information about patients. Each student recognizes his or her responsibility to consult with the house staff, preceptor, or attending physician regarding each patient's management.

5. Each student recognizes that part of her or his clinical obligations includes providing coverage when assigned (e.g., at clinics, at night, or on weekends). When such an assignment is made, a student will abide by it or make suitable alternative arrangements with the faculty member who made the assignment. If a student is convinced that such an assignment is inappropriate, the matter must be discussed with the course coordinator.

Part III—Upon accepting an offer of admission to the University of Minnesota College of Pharmacy, each student will be asked to sign the following statement:

“I hereby affirm that I have read, understand and accept the provisions and stipulations of the University of Minnesota College of Pharmacy Student Code of Academic Integrity and Professional Responsibility.”

All signed affirmations of the Honor Code shall be kept on file and maintained by the Office of Student Services. Students who are unwilling to sign this statement will not be permitted to register for courses at the college.

The Honor Council will administer an Honor Code orientation for all incoming degree-seeking students shortly after matriculation in the College of Pharmacy. At the conclusion of this orientation, students will be asked to affirm the Honor Code by writing and signing the Honor Code Reaffirmation in their own hand.

A reaffirmation of the code is required on all coursework submitted to fulfill course requirements in courses offered by the College of Pharmacy.

The reaffirmation must be explicitly made on examinations and may be required on other coursework, at the discretion of the instructor.

Part IV—Cases of suspected violations of the Honor Code will be reported or referred to the Honor Council, which will investigate and act on such reports. All Honor Council activities are conducted in a manner that honors confidentiality and fairness.

1. After reports of alleged violations of the code are made to the Honor Council, the case is investigated, discussed and subsequently the Honor Council votes to (i) “dismiss” or (ii) issue a “finding of violation” and recommend a sanction.

2. A violation of the code occurs if the majority of voting Honor Council members feel that the evidence and testimony met the standard of “more likely than not” that a violation did occur.

3. The Honor Council shall propose a recommended sanction if a student is found guilty of a violation of the code. Some possible sanctions include, but are not limited to, written warning, probation, assignment of “F” for the assignment or course, or dismissal from the college.

4. Honor Council decisions or recommendations that are subsequently challenged by either party to a case are referred to the College of Pharmacy Academic Standing Committee for a formal hearing conducted in accordance with “due process” considerations. These considerations include the right of the “accused” to face the “accuser” and hence, a loss of anonymity.
Policies

Academic Standing and Progression Policy

The Academic Standing Committee, a subcommittee of the Student Affairs Committee, consists of five faculty members and two students. The Academic Standing Committee meets regularly to monitor the academic progress of students, consider petitions from students who wish to depart from the established program requirements or have a requirement waived, and adjudicates allegations of student misconduct. Allegations of student misconduct are handled by the Academic Standing Committee (1) if referred by the Honor Council after its review of alleged violations of the Student Code of Academic Integrity and Professional Responsibility; or (2) for initial adjudication of alleged violations that fall under Part II below. The following is a list of the committee's policies and standard procedures.

Part I: Academic Progress

The Academic Standing Committee (ASC) periodically reviews the progress of students and can place students on academic probation at any time. Students on academic probation may be dismissed from the college if they are not making satisfactory progress. The ASC informs students by email of its actions.

Academic probation—Students are automatically placed on Academic Probation in the following circumstances:

- Receiving a grade below C-* in three or more required or elective courses.
- Failing a required course.
- Obtaining a cumulative GPA of 2.00 or below.

Terms of academic probation—Students on Academic Probation are reviewed by the Academic Standing Committee (ASC). Based on the student's situation, the committee provides the student a recommended or required course of action in order to increase the likelihood of success in the future. Failure of the student to successfully complete the terms of Academic Probation may result in dismissal from the College of Pharmacy.

- Recommendations and requirements from the ASC may include, but are not limited, to students being required to seek academic assistance, complete incomplete courses within a certain time period, or pursue other forms of assistance to increase the likelihood of success.
- Students placed on Academic Probation should expect the duration of their education to exceed four years.
- Students who are placed on academic probation will be prohibited from registering for courses that have prerequisites in which students received a grade below C-.
- Students on Academic Probation can be dismissed from the college if a grade below C- is earned.
- Students are removed from Academic Probation when they successfully complete the terms of Academic Probation, including repeating specified courses, as indicated by the ASC.

*For the purposes of the academic probation policy, students who succeed in remediating a S/N course will have their grade changed to an “S” grade, and the remediated “S” will count towards academic probation similar to a “D” grade.
Dismissal from the College of Pharmacy— Students who do not make satisfactory academic progress will be dismissed from the college in the following circumstances:

- Failing a required course twice.
- Failure to complete the required terms of Academic Probation as set by the ASC.
- Not enrolling in an appropriate required course or withdrawing from a required course without college permission.
- Failure to complete all degree requirements within eight (8) years of matriculation.

Failing a course—

- Students who fail a course may be eligible to remediate the course (see college policy: Remediation for PharmD Students in Didactic Courses). Students not eligible for remediation or who fail remediation must re-register and repeat that course. Students who fail a required course twice will be dismissed from the college.
- Courses are normally offered only during a given semester. Hence students who fail a course offered only in the spring semester can expect to repeat that course the following spring. When a student repeats a course, both grades are included in GPA calculation.
- Since most courses are prerequisites for other courses in the program, students who fail a course should expect the duration of their education to exceed four years.
- Students may not register for required courses which conflict in time with each other. Students repeating courses must therefore plan their course schedule accordingly in consultation with their student advisor.

Withdrawal from a course and full-time requirement— The PharmD professional pharmacy program is a full-time continuous program. Students are required to maintain full time registration and sequentially enroll in all required courses throughout the PharmD program unless they fail a required course or have a reduced credit agreement approved by the ASC. Students must request permission from the Academic Standing Committee to withdraw from a required course or depart from the curriculum of required courses in the PharmD program. Failure to do so may result in dismissal from the college.

Once during the PharmD program, students may withdraw from an elective course without college approval, and receive a “W” on their transcript. This one-time only withdrawal can be used after the deadline for withdrawal, up to and including the last day of instruction for that course. However, students cannot withdraw after completing the final examinations or its equivalent.

Progress requirement and leaves of absence—Students must petition the director of student services and senior associate dean for professional education to request a leave of absence (see the college’s Leave of Absence form). Students must request a leave of absence if they will not be enrolled for a period of time in which required classes are scheduled. The leave of absence form is available on the Policies page of the Current Students page. According to the U of M “Doctoral Degree: Performance Standards and Progress” policy, students are required to enroll in every semester (fall and spring) from the time of matriculation until degree conferral. Students who do not secure an approved leave of absence are subject to dismissal.

Advanced Pharmacy Practice Experiences—Students must satisfactorily complete all required and elective courses in years 1-3 of the PharmD curriculum and have an overall GPA of at least 2.00 before beginning Advanced Pharmacy Practice Experiences (APPEs).

Appeals of Dismissal—Students who are dismissed from the college and wish to appeal must present information that was not available at the time of their dismissal and has a direct bearing on their academic performance. This information must be presented to the senior associate dean for professional education within four weeks of the dismissal decision. If the senior associate dean decides the information is new, relevant, and substantial, the Academic Standing Committee will review the student’s appeal and reconsider the dismissal decision. Students who wish to be considered for readmission after the four-week period must apply through the admission application process.

Students seeking to challenge their evaluation by a professor in a course must follow the university’s Academic Complaint policy and Conflict Resolution Process for Student Academic Complaints.
Part II: Student Misconduct

1. Any behavior by a pharmacy student that reflects on the student’s qualifications or potential to become a competent and ethical professional is within the jurisdiction of the Academic Standing Committee to review. Aside from matters of academic integrity and professional responsibility in the classroom/clinic setting that are handled through the student honor system, the following behaviors constitute ground for discipline of students:
   a. Failure to comply with the policies and requirements of the University, the College of Pharmacy, and affiliated clinical sites for experiential education, including but not limited to: the University of Minnesota Student Conduct Code, this College Policy on Student Misconduct, rules and regulations of clinical sites, and background study requirements imposed by the College, State of Minnesota and/or affiliated clinical sites.
   b. Unlawful conduct or other improper behavior that impairs the student’s capacity to function as a healthcare professional.
   c. Conduct which violates professional and/or ethical standards, disrupts the operations of the University, College of Pharmacy or clinical training sites, or disregards the rights or welfare of patients, fellow students, college/clinical staff or other individuals.

2. When presented with an alleged violation of the above standards or when a matter of academic integrity/professional responsibility is referred by the Honor Council, the Academic Standing Committee will hold a hearing to determine whether the alleged misconduct occurred. This hearing will comply with University standards for due process or fundamental fairness in a student disciplinary matter. Students who are found guilty of a violation by a preponderance of evidence will be subject to sanctions imposed by the committee, including but not limited to warning, required compliance, probation, suspension, or dismissal.

3. The Academic Standing Committee’s decisions in matters of student misconduct may be appealed in accordance with the University’s Student Conduct Code Procedure. Such appeals must be filed with the Provost’s Appeal Secretary within five weekdays of the receipt of the original disciplinary action.
Graduation Requirements

Degrees from the University of Minnesota are granted by the Board of Regents on the recommendation of the College of Pharmacy faculty. To be granted a degree, a student must

1. Meet all pre-pharmacy course requirements
2. Successfully complete all required courses and elective requirements
3. Earn minimum overall GPA of 2.00
4. Have fewer than three grades below C- in required and elective courses and complete terms of Academic Probation (if applicable)
5. Earn at least 30 credits enrolled in the Doctor of Pharmacy program at the University of Minnesota
6. Meet all financial obligations to the University

Time Limit for Earning the PharmD Degree

1. Students in the PharmD program must complete all degree requirements within eight (8) years of beginning the program.
2. Students granted a leave of absence of two continuous semesters or less are entitled to meet only those graduation requirements for their original graduating class.
3. Students granted a leave of absence of more than two continuous semesters or more than one leave of absence of two continuous semesters or less must meet the graduation requirements in effect at the time of graduation.

Graduating with Distinction

College of Pharmacy students are automatically awarded the appropriate distinction level based solely on their cumulative GPA attained at the time of graduation according to the following levels:

- 3.75 – 3.89 GPA With Distinction
- 3.90 – 4.0 GPA With High Distinction

For transfer students, the GPA must be based on at least 45 credits taken in the University of Minnesota College of Pharmacy.

Graduating with Honors

The College of Pharmacy Honors Program provides students with opportunities to interact with faculty, develop specialized skills, learn about research, and enhance their professional development. Honors options require participation in an activity (course or project) above and beyond the regular curriculum required for graduation.

Students self-identify into the Honors Program based on a reasonable expectation they will achieve a GPA of 3.50 or higher, and will complete a minimum of five honors options prior to graduation. Students who have met these requirements may be considered for the following Latin Honors levels:

- 3.50 – 3.65 GPA cum laude
- 3.66 – 3.749 GPA magna cum laude
- 3.75 – 4.0 GPA summa cum laude

At least one of the five required Honors options must be a project. The remaining four options can be a mix of courses and projects.

Honors projects are defined by a student and advisor. They may be laboratory research projects, literature review papers, seminar preparation, community service or leadership projects, or other appropriate activities.

Honors courses available in the College of Pharmacy are typically department seminars.

View the Elective Courses or Course Schedules for more details.
Course Waiver Policy

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 (e.g., 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.

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 15-credit elective requirement in the PharmD program.

Students may not waive Introductory or Advanced Pharmacy Practice Experiences (IPPEs or APPEs).

University of Minnesota Sexual Harassment Policy

The University is committed to creating a welcoming and respectful work and educational environment that is free from sexual harassment, and the University provides comprehensive support, education, and reporting mechanisms to all members of the University community. All members of the University community are prohibited from engaging in sexual harassment and retaliation against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, University employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

Reporting
Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment can report their concerns to the Office for Equal Opportunity and Affirmative Action (EOAA) or the relevant internal office for investigation, problem solving, dispute resolution and potential disciplinary action, up to and including termination against perpetrators. Victim survivor services are also available to provide additional support.

Retaliation
No one acting on behalf of the University may retaliate against an individual for having made a report in good faith under this policy or participated in a sexual harassment investigation. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination of employment. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled. This provision aligns with Board of Regents Policy: Code of Conduct.

Information and Reporting Procedures—For more information and reporting procedure, see https://policy.umn.edu/hr/sexual-harassment-proc01

For further information on this policy and procedure, contact the following offices:


Policies

Pharmacy Licensure

Graduates of the PharmD program are eligible to take the licensure examination to practice pharmacy. For more information about licensure, call the Minnesota Board of Pharmacy at 651-201-2825 or visit https://mn.gov/boards/pharmacy/

Campus Transfer Policy

Students who are accepted to the University of Minnesota College of Pharmacy affirm placement on a specific campus when they sign the letter of intent. The college expects students to honor the commitment they made when they accepted placement to a campus. Transferring campuses within the college is therefore only rarely permitted. The college realizes, however, that under rare and specific circumstances, conditions arise where a campus transfer can be granted. Both of the following criteria must be met in order for a campus transfer to be approved:

1) The enrollment maximum has neither been met nor exceeded on the requested destination campus.
2) The student has encountered unforeseen circumstances that provide a compelling reason for a campus transfer.

Campus Transfer Procedure Students wishing to apply for a campus transfer should fill out this form and email any additional documentation, such as a Medical Supplement to document medical condition, financial statements, or other supporting materials that substantiates the request to the director of student services (haegx002@umn.edu).

The college’s associate deans representing both campuses will review the request and respond within two weeks. They reserve the right to defer a final decision on a campus transfer request until the end of a given semester, in order to evaluate alongside other campus transfer requests.

Students wishing to submit a campus transfer request must have completed at least one semester in the PharmD program. Applicants who have not yet matriculated to the college and would like to petition to transfer campuses must complete a Campus Assignment Appeal.
Below is a troubleshooting guide that allows PharmD students to figure out the most effective way to resolve a problem they may encounter.

**Class related**: a problem that affects a significant number of your classmates  
**What you do**: Approach your class reps to articulate your concern, provide evidence it is a class-wide concern and suggest a potential solution.  
**Not resolved?** Consult with Katie or Peter to facilitate the feedback process.

**Classmate related**: disruptive classmates, interpersonal difficulties  
**What you do**: Approach your classmate and do your best to resolve the issue with them directly.  
**What to expect**: A conversation reviewing the issue from your perspective and your classmate’s perspective.  
**Not resolved?** Consult with Amy or Becky if the problem persists and is interfering with your education.

**Professor-related**: grading concerns, course delivery concerns  
**What you do**: Approach your professor and do your best to resolve the issue with them directly.  
**What to expect**: A conversation reviewing the issue from your perspective and your faculty’s perspective.  
**Not resolved?** Consult with Amy, Becky or your faculty class advisor for help.

**Self-related**: health issues, academic problems, personal concerns  
**What you do**: Consult with Amy or Becky to learn more about university resources that can help, or approach them directly on your own (arenne@d.umn.edu & becky@umn.edu).

**Absences: due to illness or emergency**

1) For absences of **short durations** (one-two days) students should follow procedures in course syllabi and notify faculty accordingly.  
2) For **significant absences** (a few days, missing important exams / required class time) students should contact the Office of Student Services:  
   • Duluth: Amy Renne (218-726-6003) • Twin Cities: OSS (612-624-9490)  
The Office of Student Services, in turn, informs the student’s instructors of the absence to ensure all faculty are informed and aware of the situation.  
3) It is the student’s responsibility to make arrangements with instructors to reschedule missed coursework or exams; often this step occurs after the student returns to class from the absence.  
Students may need to provide documentation (e.g. physician’s note) if the course director requires it. U of M policy states documentation is not required for a single episode illness so long as it does not conflict with an exam, lab sessions or important graded in-class assignments.  
Absences that do not meet the **U of M policy** of a “legitimate absence” may or may not be deemed excusable by your instructor.

## Complaint Policy

Students are encouraged to make every effort to solve problems informally, by working with their class representatives and class advisers, faculty members, and the Office of Student Services staff. If such efforts are not successful, students may submit a complaint to the college in accordance with the Accreditation Council for Pharmacy Education (ACPE) Complaint Policy. For a statement of the ACPE complaint policy and procedures on how to file a complaint, refer to http://intranet.ahc.umn.edu/pharmacy/Policies/acpe-complaint-policy. Students wishing to submit a complaint can do so by filling out a form on this page: http://z.umn.edu/acpecomplaint.
Background Study Requirement

Minnesota law requires that any student who provides services that involve unsupervised direct contact with patients and residents at hospitals, nursing homes, and other health care facilities licensed by the Minnesota Department of Health undergo a background study conducted by the state. The study covers civil agency findings related to maltreatment of children or vulnerable adults and a range of criminal convictions. A student who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the commissioner of health may not participate in a clinical placement in these licensed health care facilities. Failure to pass the background study is grounds for dismissal from the doctor of pharmacy program. Clinical sites also may require students to pass additional site specific background study, or drug screening, requirements. Failure to meet these requirements will result in removal from the site(s), fewer opportunities for clinical placement, possible delays in graduation and is grounds for disciplinary action, including dismissal from the program.

Basic Life Support Training Requirement

The University of Minnesota College of Pharmacy requires all PharmD students to have valid Basic Life Support certification upon entering the PharmD program and to maintain that certification through graduation from the program. This certification must be Basic Life Support for HealthCare Providers (American Heart Association or American Red Cross). This qualification ensures all students have demonstrated the skills necessary to respond during emergencies while participating in Introductory and Advanced Pharmacy Practice Experiences (IPPEs, APPEs) and internships. The Office of Student Services verifies all certificates of training completion. Students who do not have current certification will have a registration hold placed on their record and will not be allowed to participate in required IPPEs and APPEs.

Health Insurance Requirement

All Academic Health Center (AHC) students are automatically enrolled in the University-sponsored Student Health Benefit Plan (SHBP). Students may request to have the Student Health Benefit Plan waived for two years if they can show documentation of health insurance coverage.
Health Insurance Portability and Accountability Act (HIPAA) Training Requirement

The Health Insurance Portability and Accountability Act (HIPAA) privacy regulations, passed by Congress in 1996, present standards to protect the privacy and security of individual health information and require health care organizations to create policies and procedures to implement the HIPAA regulations. In the Academic Health Center (AHC), students, faculty, and staff are required to complete HIPAA training. New students must complete HIPAA training upon entering the College of Pharmacy, before classes start in September. New students are notified by email to their University email accounts of HIPAA training assignments and how to access them. For more information, visit www.ahc.umn.edu/privacy/hipaa.

Immunization Requirement

All College of Pharmacy students must be compliant with the Academic Health Center (AHC) immunizations policy. Student who are not compliant will have a hold placed on their record and will not be allowed to participate in required IPPEs and APPEs. All students must submit immunization documentation, signed by a qualified health service provider, showing immunization of or immunity to Hepatitis B, Measles/Mumps/Rubella, Tetanus/Diphtheria, Varicella (Chicken Pox), Tuberculosis (with an initial two-step procedure) and influenza. For more information, visit www.bhs.umn.edu/immunization-requirements.htm.

Long Term Disability Coverage

All Academic Health Center (AHC) students are automatically enrolled in the AHC Long Term Disability Coverage plan. For information visit www.shb.umn.edu

Internship Eligibility

Students must successfully complete all first year courses in order to be eligible to register as a pharmacy intern with the Minnesota Board of Pharmacy. Internship registration with the Minnesota Board of Pharmacy is required for participation in Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). Students ineligible to register as an intern are not allowed to participate in IPPEs nor APPEs. For information on pharmacy intern registration, visit the Minnesota Board of Pharmacy Web site, www.pharmacy.state.mn.us.
Professional Student Representation

Students in the College of Pharmacy must take great care with how they represent the college and the profession in their personal, professional and academic lives. We consider students in the college to be “student pharmacists” of which the public and patients have high expectations. In addition to maintaining a high standard of professional behavior and attitude consistent with a class code of ethics and the AACP Pledge of Professionalism, students should comply with the guidance below.

U of M White Coat

Students are issued a white coat by the University of Minnesota College of Pharmacy upon entry to the college. Students are expected to wear their U of M white coat to lab, experiential rotations, and college-approved health outreach activities. It is recommended that white coats with the U of M logo not be worn during students’ own pharmacy employment positions while a student in the program, to ensure the practice site and patients understand that you are not representing the college or university while working at the site. Wearing a white coat indicates students are representing the College, the University and the profession, and they are expected to act in a professional manner.

Social Media

Students are advised to strongly consider their new identity as a future health professional in regards to their social media presence. Students must comply with the Academic Health Center's Social Media Policy.

Use of U of M Logo

Students must comply with University of Minnesota branding policy and Student Group Policies when considering the use of University of Minnesota logos or trademarked images. This includes student business cards or other items for personal or professional use.

Email Signature

Consistent with APhA guidelines, students in the Doctor of Pharmacy program can refer to themselves as a “Student Pharmacist” in their email signature.
Curriculum

The professional program's graduates are prepared to enter pharmacy practice, advanced professional training programs, graduate education, and research. The program covers the chemical, biological, physical, social, and clinical sciences that underlie pharmacy. A common patient-care process is used to teach students how to meet drug-related needs at a patient-specific level. Students develop skills in problem solving, communication, and analytical thinking. The program emphasizes professional ethics, social responsibility, professional citizenship, and commitment to lifelong learning.

The first three years of the curriculum provide the fundamental components of pharmacy education needed to practice in a variety of settings. Beginning in the second year, students can take elective courses in specific areas of interest to round out their required courses.

Experiential Education

Experiential education refers to the practice component of the PharmD Program; it is where students apply what they learned in the didactic curriculum to pharmacy practice settings. The goal of experiential education is to enhance students' attitudes, skills, and knowledge to prepare them as general practitioners.

Experiential education is made up of pre-advanced pharmacy practice experiences (pre-APPE) and advanced pharmacy practice experiences (APPEs). The components of Pre-APPEs:

- Pharmacist Mentoring Program
- Introductory Community-Practice Pharmacy Experience—(IPPE-I)
- Introductory Institutional-Practice Pharmacy Experience—(IPPE-II)
- Pharmaceutical Care Learning Center (PCLC) course sequence

Advanced Pharmacy Practice Experiences (APPEs) are completed in the fourth year of the PharmD Program. Forty-two weeks of rotations are required. Students learn and apply advanced practice skills in clinical and non-clinical settings, ranging from hospitals and community pharmacies to government agencies and ambulatory clinics.

Sites for IPPEs and APPEs are available throughout Minnesota. Students will have the opportunity to experience pharmacy practice in both urban and rural settings with at least one block of the APPE year taking place in a rural setting. Expenses associated with IPPEs and APPEs are the responsibility of the student.

The curriculum is subject to change.
<table>
<thead>
<tr>
<th>Year</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>1</td>
<td>PHAR 6700: Becoming a Pharmacist</td>
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<td>PHAR 6728: Pharmaceutical Calculations</td>
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<td>PHAR 6734: Cellular Metabolism and Nutrition</td>
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<td>PHAR 7340: Community Teacher Experience 2</td>
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<td>PHAR 6768: Infectious Disease</td>
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<td>PHAR 6770: Pharmaceutical Care Skills Lab 5</td>
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<td>PHAR 6772: Topics in Pharmacotherapy</td>
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<td></td>
<td>PHAR 6774: Pharmacotherapy of Neuro/Psych Disorders</td>
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<td>PHAR 6782: Evidence-based Problem Analysis</td>
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<tr>
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<td>PHAR 7412: Ambulatory Care 2</td>
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<tr>
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<td>PHAR 7413: Community Practice</td>
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<td>PHAR 7431: Elective Experience 1</td>
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<tr>
<td></td>
<td>PHAR 7422: Elective Practive Experience 3</td>
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Electives

Students are required to complete a total of 15 credits of electives prior to beginning APPEs. Students seeking to take elective courses outside the College of Pharmacy, or seeking approval to transfer in two credits of electives taken prior to matriculation (in accordance with the Course Waiver Policy) need to complete the Elective Approval Form found on the Current Students web page - www.pharmacy.umn.edu/pharmd/currentstudents.

Degree Specialization: Emphases and Dual Degrees

Students can choose to specialize their PharmD by adding an emphasis area or pursuing a dual degree. Below are the Emphasis and Dual Degrees available. Students with an interest in another degree program at the University of Minnesota can request to make progress towards that degree while a PharmD student.

Leadership Emphasis
The profession of pharmacy is transforming the role of the pharmacist from a product-oriented practitioner to a patient-centered professional able to meet the complex drug therapy needs of individuals and society. To create the change that will allow this transformation to occur, the profession must prepare pharmacists to lead change, both at the level of an individual practice as well as on a larger scale. To educate pharmacists who will seek to lead change, the college offers an 18-credit emphasis in leadership development.

Experimental and Clinical Pharmacology Research Emphasis
Aligned with research training in Experimental and Clinical Pharmacology, students in this emphasis will choose a research topic in experimental, translational, or clinical pharmacology for their Colloquium project and work with advisor(s) in the Clinical Pharmacology Research emphasis program.

Social and Administrative Pharmacy Research Emphasis
Students in this emphasis will choose a research topic in for their Colloquium project and work with advisor(s) in the Social and Administrative Pharmacy emphasis program.

PharmD/MBA Dual Degree (Carlson School, Minneapolis)
Enrolled PharmD students (Duluth and Twin Cities Campus) have the opportunity to become integrated into the Carlson School's prestigious network of business leaders, academics and alumni. PharmD/MBA students will also have the unique experiences offered through the Carlson School's Medical Industry Leadership Institute, which brings together graduate students from across the University of Minnesota to work on healthcare industry problems from the organizational to the political realms.

The dual degree program is completed in five years. Students in the program carry a very demanding course load. Students must be in good standing academically. Students apply to the full-time M.B.A. program in the CSOM during fall semester of their third year in the PharmD program, but do not begin the M.B.A. until the fourth year. After acceptance to the dual degree program, students meet with a PharmD adviser and an M.B.A. adviser to ensure their study plans satisfy both degree requirements.
Curriculum

PharmD/MBA Dual Degree (Labovitz School, Duluth)
PharmD students enrolled on the Duluth campus have the opportunity to enter the The Labovitz School of Business and Economics PharmD/ MBA Dual Career Program. This program is competitive, challenging, and rewarding and builds on the foundation of business knowledge students already have to become more valuable employees and more confident, capable leaders.

Both degrees are completed in four years. To complete in this time frame, students will carry a demanding course load. Students must be in good standing academically and not on probation. After acceptance into the dual career program, students meet with both their PharmD and M.B.A. advisors to be sure that their study plans satisfy both sets of degree requirements. The dual career PharmD/M.B.A. enables students to complete the two degrees in a shorter period of time than if the degrees were pursued separately.

PharmD/ MPH Dual Degree (School of Public Health, Minneapolis)
Enrolled PharmD students (Duluth or Twin Cities campus) have the opportunity to additionally earn their MPH, a degree program that prepares them for impacting policies, providing education to patients in order to manage diseases, conduct research on drug interactions/therapies and alternative herbal medications at all levels – from the local, regional and state to the national and international levels – at the intersection of government, non-profit and private sectors. A Public Health Pharmacist can be involved in advanced pharmacy practice, health policy development, emergency and humanitarian response, public health leadership, global health and much more.
Resources

For an updated comprehensive list of campus resources relevant to Pharmacy students, visit http://www.pharmacy.umn.edu/pharmd/currentstudents.

One Stop Student Services - Duluth
23 Solon Campus Center
726-8000
www.d.umn.edu/onestop

One Stop Student Services Center - Twin Cities
333 Bruininks Hall
624-1111
www.onestop.umn.edu

University Policies

The full University of Minnesota policy library can be found here: https://policy.umn.edu/

**Equal Opportunity**—The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Department of Human Resources and Equal Opportunity, 255 Darland Administration Building, 1049 University Drive, Duluth, MN 55812 (218-726-6827) or to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, 612-624-9547, eoaa@umn.edu, www.eoaa.umn.edu

**Access to Educational Records**—In accordance with regents policy on access to student records, information about a student generally may not be released to a third party without the student’s permission. (Exceptions under the law include state and federal educational and financial aid institutions.)

Student information—name, address, electronic (e-mail) address, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), college and class, major, adviser, academic awards and honors received, and degrees earned—is considered public or directory information. Students may suppress the release of public information. To do so, they must adjust their personal information on the MyU portal (myu.umn.edu).

Students have the right to review their educational records and to challenge the contents of those records. The Regents policy is available for review online at onestop.umn.edu/grades_and_transcripts/student_records_privacy.html, at 200 Fraser Hall, Minneapolis, and at records offices on other campuses of the University. Questions may be directed to the Office of the Registrar, 200 Fraser Hall (612-624-1111).

**Smoke-free Campus**—Smoking is prohibited on all University of Minnesota property on the Twin Cities and Duluth campuses.

**E-Mail**: the University’s Official Means of Communication—Students are responsible for all information sent via their University e-mail account. Students who forward their University e-mail account are still responsible for all information, including attachments, sent to the account.