

**NDSU**

COLLEGE OF  
HEALTH PROFESSIONS

# **Pharmacy Handbook 2015-2016**

Updated 11/2015

## TABLE OF CONTENTS

Introduction .....	3
General FAQ	
Academic Advisers .....	4
Credits .....	4
- - Credit Limit, Transfer, Challenge, College Entrance Examination Board (CLEP)	
Degrees .....	5
General Education Requirements .....	5
Grades and Academic Status .....	6
- - G.P.A., Retakes, Current Competency	
Major/Minor.....	6
Minors of Study.....	7
Registration .....	8
Withdraw From School.....	8
Other Questions.....	8
Where to Go for Help .....	9
Policies & Regulations	
Academic Remediation Policy 3.20.....	12
Certification.....	12
Criminal Background Check Policy 3.08 .....	12
Current Competency in Coursework Policy 2.28 .....	13
Degrees.....	13
Health Insurance Policy 3.07 .....	13
Health Vaccines (Exposure to Biohazard).....	13
Pre-Pharmacy and Professional Pharmacy Majors .....	14
Professional Dress Policy 3.09 .....	15
Professional Liability Insurance.....	15
Repetition of Pre-Pharmacy Core Courses Policy 2.21.1 .....	15
Repetition of Professional Pharmacy Courses Policy 3.24.....	15
Scholarships and Awards .....	15
Student Academic and Conduct Standards Policy 3.01 .....	16
Student Complaint Policy 3.28 .....	21
Doctor of Pharmacy (Pharm.D.) Student Technical Standards Policy 3.29 .....	23
Technology Requirements for Pharmacy Students .....	25
Termination – Right to Terminate Enrollment Policy 3.03.....	26
Tuition.....	26
Pre-Pharmacy Students	
Pre-Pharmacy Curriculum (two year & three year track) .....	27
Admissions Policy.....	29
Professional Students	
Pharm.D. Curriculum .....	32
Experiential Program (IPPE & APPE) .....	33
Professional Electives.....	35
Post Graduate Residency FAQs .....	36
Pharm.D./MBA Option .....	38
Master of Public Health Program .....	40
Pharm.D./MPH Option .....	41
Pharm.D./Ph.D. Option .....	47
Pharmacy Student Activities & Organizations .....	49

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## INTRODUCTION

Welcome to the College of Health Professions. We are excited that you are a student in our professional program and I want to provide for you some information that I hope will be of assistance to you during your academic journey with us.

A very important person during your time with us is your advisor. This individual is available to assist you in planning your program of studies and answer questions about future career options. I urge you to meet regularly with your advisor especially if you have any questions, concerns or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Office, Sudro 123, and by attending our Annual Career Fair in September at the Fargodome.

The professional curriculum is designed to challenge you and to teach you to become an independent learner. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. The goal of our curriculum is for you to achieve the necessary life-long learning skills which will become important to you in your future career as a health professional to be able to “keep up” with the plethora of new information associated with our rapidly changing health care system. Your ultimate success will be determined by the amount of effort you are willing to put into your academic studies. So work hard and give your best effort in all that you do. If you give us your best, you will receive the best in your educational experience with us.

We desire to provide a positive learning environment for all students here within the College and we strive to continually improve our program. Students are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean’s Student Liaison Committee. This committee meets with the Associate Dean for Student Affairs & Faculty Development throughout the year to bring student concerns to the attention of the administration. In addition, the College holds a Deans’ Open Forum each semester to allow students an opportunity to interact directly with the Dean (and his administrative leadership team) on matters of interest and concern to students. And I also want you to know that my door is always open to you, so please don’t hesitate to stop by my office if you need my assistance for anything. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Office whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what’s going on within your profession and begin contributing to the advancement of your future professional career and practice.

This “Handbook” is devoted to academic information to help enhance student success within our program. We hope you find it helpful to you. I wish you much success in your educational pursuits with us and in your later professional practice.

Best wishes to you for a successful year!

Charles D. Peterson, Pharm.D.  
Dean, NDSU College of Health Professions

## GENERAL FAQ

**AN INFORMAL GUIDE:** *The following is a series of informal responses to questions most frequently asked about rules and procedures at NDSU. For further information, please refer to the current NDSU Bulletin ([www.ndsu.edu/bulletin/](http://www.ndsu.edu/bulletin/)), your adviser, Administrative Office in Sudro 123, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.*

### ACADEMIC ADVISERS

**Who is my adviser?** Students in the pre-pharmacy and professional pharmacy program are assigned an adviser. It is important to meet with your adviser on a regular basis to receive updated curricular information. Advisers help students learn how to complete the registration procedures. **Students are responsible for the course and program selections which they make.** However, an adviser is a valuable source for acquiring information about the advisability of student choices. *(If you desire a change of adviser, please contact the Associate Dean for Student Affairs & Faculty Development, School of Pharmacy, 231-7601.)*

**Do I need to see my adviser about my semester schedule?** Yes, make an appointment with your adviser during advising week to plan your schedule of classes. Dates for advising and registration are available on the Office of Registration & Records web site ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)) and "The Spectrum," published twice per week when full semester classes are in session.

### CREDITS

**How many credits do I need to be a Sophomore, a Junior and a Senior?** You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

**What is the limit on the number of credits I can take per semester?** Full-time students will carry from 15 to 19 credits per Semester. Registration for more than 20 credits is not recommended. Special permission from your adviser and a grade point average of at least 3.0 are required to register for more than 20 credits. You must obtain a "Petition for More Than 20 Credits" form under the link, "Over 20 Credits Petition," at [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms).

**How many credits will I lose when I transfer to NDSU from another school?** Ordinarily you shouldn't lose any. However, a "D" grade in any course does not transfer to the College of Health Professions. Some technical courses may not fit your degree program and in this case some extra work may be required. For evaluation of transfer credit see current NDSU Bulletin.

**How many credits can I transfer from a junior or community college?** All college-level credits from regionally accredited institutions transfer; however, not all may apply to the particular degree program you have selected. To obtain a baccalaureate degree you must complete at least 60 semester credits at a four year college or university. At least the last 37 of these credits must be at the junior or senior level. (See current Bulletin.)

**How do I challenge a course?** A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not received transfer credit or has no previous academic record. Prior registrations are allowable if course was dropped prior to the Record Drop deadline in a given term. Student must be registered at NDSU during the semester in which you wish to challenge a course. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge may be found at: [www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf](http://www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf)

**Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)?** Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination.

CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671.

## DEGREES

**How do I petition for a waiver or substitution of a curriculum requirement?** To petition, you must obtain a "Request to Waive or Substitute Courses" form under the link, "Substitute/Waive a Course" at [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms). In this petition, which is presented to the Academic Affairs Committee of the College of Health Professions, you state exactly why you think you should have a waiver. The Committee will review your petition and you will be notified of their decision. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) **Only departmental and college requirements may be waived. University requirements may not be waived.**

## GENERAL EDUCATION REQUIREMENTS

**Who must complete the General Education Requirements?** The General Education Requirements apply to all students.

**What are the General Education Requirements?** The General Education Requirements are listed in the current NDSU Bulletin. A list of the courses approved for the different categories is provided at [www.ndsu.edu/registrar/gened/](http://www.ndsu.edu/registrar/gened/)

**General Education transfer with the ND University System.** Students who plan to transfer from one institution to another in the ND University System should check with Office of Registration & Records in Ceres 110 or Bison Connection in the Memorial Union.

## GRADES AND ACADEMIC STATUS

**What is the G.P.A.?** Grade Point Average. For each credit of “A” you receive four (4) honor points; three (3) for each credit of “B”; two (2) for each credit of “C”; one (1) for each credit of “D”; and zero (0) for each credit taken in which a grade of “F” is received. The GPA is computed by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded. For example, a person with a G.P.A. of 3.00 has a grade average of “B.” The minimum GPA of 2.00 is required for graduation. Developmental courses do not count toward graduation requirements.

**If I do not do well in a course, may I take it over again?** Yes. The second grade, whether higher or lower, will replace the first grade in computing the GPA. Both grades are listed on your Permanent Record. **To replace a grade for a course taken at NDSU, that course *MUST* be repeated at NDSU. The one exception is that NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.**

**NOTE: PROFESSIONAL COURSES IN THE PHARMACY PROGRAM** - please refer to Policy #3.24, *Repetition of Professional Courses, in the College Policy Manual.*

**NOTE: PRE-PHARMACY CORE COURSES, Policy #2.21.1** - *The total number of pre-pharmacy core courses which may be repeated shall be limited to three. The grade received during the student’s final attempt for any core pre-pharmacy course will be used in evaluation for admission. A withdrawal is not considered an attempt. A core course is one that is included in the GPA for admission purposes.*

**CURRENT COMPETENCY, Policy #2.28** - *Coursework in the areas of science and mathematics must be no more than seven years old at the time of application to the professional program. Coursework presented in these areas that is older than seven years must have current competency demonstrated. Current competency may be demonstrated by a) retaking a portion of the series in question, i.e. 122 of 121/122 Chem series; b) enrolling in a formal audit that is indicated on a student’s official transcript; c) challenging coursework through the department in question; or d) meeting with faculty in the areas of Science or Mathematics and having them determine current competency. Students who intend to meet current competency requirements using item c or d must receive approval from the Chair of Pharmacy Admissions Committee prior to undertaking the current competency. (This coursework does not fall under the rule, “Repetition of Pre-Pharmacy Core Courses.)*

**Will I receive mid-term grades?** Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester.

## MAJOR/MINOR

**How do I change my major?** Occasionally students find they are not suited for a particular field. If you decide to change majors while you are a student in the College, you are expected to follow this procedure: discuss it with your adviser, fill out the “Major/Minor and Adviser Change Form,” [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms), and bring the form to the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union. You will be assigned a new adviser in the field in which you will be majoring. Once you select a major, you must transfer to the college that offers the major.

**How many credits are required for a Minor?** The number of credits required for a minor varies by departments. The minimum number of credits for a minor is 16. To determine the exact number of credits that you will need for a minor, check with your adviser, or in Ceres 110 or Bison Connection.

## MINORS OF STUDY

**What do you recommend?** The following is a partial list of minors that may be of interest to pre-pharmacy and pharmacy students.

### **Accounting:**

[www.ndsu.edu/fileadmin/registrar/curricula/busn/minor-accounting.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/busn/minor-accounting.pdf)

### **Biotechnology:**

[www.ndsu.edu/fileadmin/registrar/curricula/indsp/minor-biotechnology.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/indsp/minor-biotechnology.pdf)

### **Business Administration:**

[www.ndsu.edu/fileadmin/registrar/curricula/busn/minor-business-administration.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/busn/minor-business-administration.pdf)

### **Chemistry:**

The Chemistry Minor is given automatically with the BS in Pharmaceutical Sciences degree.

### **Gerontology:**

[www.ndsu.edu/fileadmin/registrar/curricula/indsp/minor-gerontology.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/indsp/minor-gerontology.pdf)

### **Health Communication:**

[www.ndsu.edu/fileadmin/registrar/curricula/ahss/minor-health-communication.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/ahss/minor-health-communication.pdf)

**Microbiology:** *(Students interested in a microbiology minor must take Micr 350 and 350L, instead of Micr 202 and 202L.)*

[www.ndsu.edu/fileadmin/registrar/curricula/afsnr/minor-microbiology.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/afsnr/minor-microbiology.pdf)

### **Psychology – Neuroscience Minor:**

[www.ndsu.edu/fileadmin/registrar/curricula/scimath/minor-neuroscience.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/scimath/minor-neuroscience.pdf)

### **Psychology:**

[www.ndsu.edu/fileadmin/registrar/curricula/scimath/minor-psychology.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/scimath/minor-psychology.pdf)

### **Spanish:**

[www.ndsu.edu/fileadmin/registrar/curricula/ahss/minor-spanish.pdf](http://www.ndsu.edu/fileadmin/registrar/curricula/ahss/minor-spanish.pdf)

### **Curriculum Guides for all Majors and Minors:**

[www.ndsu.edu/registrar/curricula/](http://www.ndsu.edu/registrar/curricula/)

## REGISTRATION

**How do I register for courses?** Students will use the “Campus Connection Student Portal” via the NDSU Home Page in which to register for classes. Students will also use this portal for the following: account information, class list for the semester, course catalog of classes, drop/adds, financial aid information, holds, schedule of classes for the semester, unofficial transcripts, and much more ([www.ndsu.edu/bisonconnection/connect](http://www.ndsu.edu/bisonconnection/connect)).

## WITHDRAWING TO ZERO CREDITS

**How do I withdraw to zero credits?** If you find it necessary to withdraw to zero credits during any semester in which you are enrolled, you must file a completed "Withdrawing to Zero Credits" form, [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms). Process your withdrawal at Bison Connection in the Memorial Union, during regular business hours, Monday through Friday. Refer to the University's official dates and deadlines, [www.ndsu.edu/bisonconnection/dates](http://www.ndsu.edu/bisonconnection/dates), for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control. If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

## OTHER QUESTIONS

**What if I think a course is of poor quality or an instructor is unfair?** Talk with the instructor first. If the situation is not resolved, notify the department chair or the Senior Associate Dean. Such information is important if improvement is to be brought about now or in the future. Remember that even if changes cannot be made immediately, your comments are taken seriously.

**What if I think a course or instructor is exceptionally good?** Tell the instructor and notify the department chair and the Senior Associate Dean.

**What if I think I have been treated unfairly?** Bring your situation to the attention of your adviser, the Department Chair, the Dean of your college, the Senior Associate Dean, or the Associate Dean for Student Affairs & Faculty Development in the College of Health Professions. You may be advised to prepare a petition for relief from a bad situation or unfair decision.

**Can I see the Deans?** The Dean of the College of Health Professions is Dr. Charles Peterson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-5383. The Dean's Office is in the Administrative Office, Sudro Hall 123.

Dr. Cynthia Naughton, Senior Associate Dean, oversees curriculum and assessment activities within the College of Health Professions. She is concerned about students and can assist with academic and career issues. She may be reached at 231-9489, Sudro Hall 123.

Dr. Daniel Friesner, Associate Dean for Student Affairs & Faculty Development, handles student affairs within the College of Health Professions. He is concerned about students and can assist with personal, career and admissions issues. He may be reached at 231-7601, Sudro Hall 123.

Department Chairs in the Pharmacy Program are: Pharmaceutical Sciences – Dr. Jagdish Singh, 231-7661, Sudro Hall room 136; Pharmacy Practice - Dr. Marketa Marvanova, 231-7589, Sudro Hall 118A1.

## WHERE TO GO FOR HELP

<b>TOPIC/PROCEDURE:</b>	<b>SOURCE/CONTACT:</b>	<b>LOCATION:</b>
Academic Deficiencies	<ul style="list-style-type: none"> <li>• Adviser</li> <li>• Senior Associate Dean - Dr. Naughton</li> <li>• Office of Registration &amp; Records</li> <li><a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Sudro 123 231-9489  Ceres 110 231-7981
Academic Policies	Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	
Add or drop a course	<ul style="list-style-type: none"> <li>• Adviser</li> <li>• Office of Registration &amp; Records</li> <li><a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Advanced Placement	<ul style="list-style-type: none"> <li>• The individual departments</li> <li>• Registration &amp; Records</li> <li><a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Appeal for exception to academic regulations	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Appeal a grade	Student Rights & Responsibilities refers to the Grade Appeals Board at: <a href="http://www.ndsu.edu/fileadmin/policy/337.pdf">www.ndsu.edu/fileadmin/policy/337.pdf</a>	Memorial Union 250, main level 231-6560
Apply for loan	<ul style="list-style-type: none"> <li>• Student Financial Services</li> <li><a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>• Bison Connection</li> <li><a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> </ul>	Memorial Union 176 231-6200
Apply for scholarship	Office of Admission	Ceres 114 231-8643
Bison Connection	One-stop student service center (assistance from Customer Account Services, Registration & Records and Student Financial Services) <a href="http://www.ndsu.edu/bisonconnection/">www.ndsu.edu/bisonconnection/</a>	Memorial Union, main level
Career Guidance/Information	Counseling Center (Career Counseling/ Support Services) <a href="http://www.ndsu.edu/counseling/career_counseling/">www.ndsu.edu/counseling/career_counseling/</a>	Ceres 212 231-7671
Career/Job Search (Placement Program)	<ul style="list-style-type: none"> <li>• Career Center, <a href="http://www.ndsu.edu/career/">www.ndsu.edu/career/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 306 231-7111
Change Colleges within NDSU	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Change Majors	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Check content of courses	Current NDSU Bulletin & Departments <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	
Check on a grade	<ul style="list-style-type: none"> <li>• Campus Connection Student Portal</li> <li><a href="http://www.ndsu.edu/bisonconnection/connect/">www.ndsu.edu/bisonconnection/connect/</a></li> <li>• Instructor of course</li> </ul>	
Continuing Education	Distance and Continuing Education <a href="http://www.ndsu.edu/dce/">www.ndsu.edu/dce/</a>	FLC 314 231-7015

<b>TOPIC/PROCEDURE:</b>	<b>SOURCE/CONTACT:</b>	<b>LOCATION:</b>
Credit by examination (Challenging a course, PEP or CLEP tests)	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Counseling Center <a href="http://www.ndsu.edu/counseling/testing_services">www.ndsu.edu/counseling/testing_services</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981 Ceres 212 231-7671
Declare a Major	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Disability Services	NDSU Disability Services <a href="http://www.ndsu.edu/disabilityservices/">www.ndsu.edu/disabilityservices/</a>	Wallman Wellness Center 170 231-8463
Discuss academic problems	Senior Associate Dean - Dr. Naughton	Sudro 123 231-9489
Discuss personal problems	<ul style="list-style-type: none"> <li>Associate Dean for Student Affairs &amp; Faculty Development - Dr. Friesner</li> <li>Counseling Center <a href="http://www.ndsu.edu/counseling/personal_counseling/">www.ndsu.edu/counseling/personal_counseling/</a></li> </ul>	Sudro 123 231-7601 Ceres 212 231-7671
Financial Aid Information	<ul style="list-style-type: none"> <li>Student Financial Services <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>Bison Connection <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Memorial Union 176 231-6200
Food Service	Dining Services (Residence Dining Center, Union Dining Center, West Dining Center)	Bison Court West 231-7001
General Education Requirements	<ul style="list-style-type: none"> <li>Registration Schedule</li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Grades & Honor Points	<ul style="list-style-type: none"> <li>Adviser</li> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Graduation Requirements	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Health Service	<ul style="list-style-type: none"> <li>NDSU Wellness Center <a href="http://www.ndsu.edu/wellness/">www.ndsu.edu/wellness/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Wallman Wellness Center, 231-5200 Student Health Service, 231-7331
Housing	<ul style="list-style-type: none"> <li>University Residence Life Office <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Bison Court West 231-7557
Major Requirements	<ul style="list-style-type: none"> <li>Adviser</li> <li>This Handbook-see Pharmacy Curriculum</li> <li>Pharmacy Administrative Offices</li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Sudro 123 231-7601
Other Universities (Catalogs)	Counseling Center (Career Resource Center) <a href="http://www.ndsu.edu/counseling/career_counseling/">www.ndsu.edu/counseling/career_counseling/</a>	Ceres 212 231-7671
Pass/Fail	<ul style="list-style-type: none"> <li>Adviser</li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Pre-Professional Programs	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981

<b>TOPIC/PROCEDURE:</b>	<b>SOURCE/CONTACT:</b>	<b>LOCATION:</b>
Registration	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Campus Connection Student Portal <a href="http://www.ndsu.edu/bisonconnection/connect/">www.ndsu.edu/bisonconnection/connect/</a></li> </ul>	Ceres 110 231-7981
Remove an Incomplete	Instructor of course	
Residence Classification	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Resident Assistants & Peer Mentors	Ask at your Residence Hall Office if you don't know your RA or Peer Mentor <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a>	
ROTC Program - Air Force	<ul style="list-style-type: none"> <li>Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/afrotc/">www.ndsu.edu/afrotc/</a></li> <li>Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/ndsu/armyrotc/">www.ndsu.edu/ndsu/armyrotc/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Room 101 231-8186
ROTC Program - Army	<ul style="list-style-type: none"> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Room 103 231-7575
Student Organizations	<ul style="list-style-type: none"> <li>Campus Directory</li> <li>College of Health Professions - has 11 pharmacy related students organizations</li> <li>Student Government <a href="http://www.ndsu.edu/ndsu/sg/">www.ndsu.edu/ndsu/sg/</a></li> <li>Student Activities Office <a href="http://www.ndsu.edu/mu/what_is_in_the_mu/programs/student_activities_office/">www.ndsu.edu/mu/what_is_in_the_mu/programs/student_activities_office/</a></li> </ul>	See Table of Contents Sudro 123 231-7601 Memorial Union 128 231-8460 Memorial Union 120 231-7787
Study Abroad Programs	<ul style="list-style-type: none"> <li>Office of International Programs <a href="http://www.ndsu.edu/International">www.ndsu.edu/International</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Memorial Union 116 231-7895
Study Skills	Education 123 (offered each semester) School of Education <a href="http://www.ndsu.edu/education/">www.ndsu.edu/education/</a>	Main Office FLC 210 231-7921
Summer Study	<ul style="list-style-type: none"> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	
Tri-College University Office	<ul style="list-style-type: none"> <li>Tri-College Downtown Campus Fargo <a href="http://www.tri-college.org">www.tri-college.org</a></li> </ul>	650 NP Ave Renaissance Hall #110 231-8170
Tutor ACE (Academic Collegiate Enhancement)	<ul style="list-style-type: none"> <li>Office of TRIO Programs <a href="http://www.ndsu.edu/trio/">www.ndsu.edu/trio/</a></li> <li>Learning Services/Orientation Coordinator (ACE) <a href="http://www.ndsu.edu/studentssuccess/about_ace/">www.ndsu.edu/studentssuccess/about_ace/</a></li> </ul>	Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554
Tutor - Math	Math Dept. Tutors and Math Instructors <a href="http://www.math.ndsu.nodak.edu/">www.math.ndsu.nodak.edu/</a>	Minard 408 231-8171
University Honors Program	<ul style="list-style-type: none"> <li>Dr. Paul Homan; <a href="http://www.ndsu.edu/honors">www.ndsu.edu/honors</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Minard 334L 231-8852
University Rules & Regulations	Current NDSU Bulletin (see University Policies) <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	
Veterans Information	Office of Registration & Records	Ceres 211 231-7985
Withdraw to zero credits	Customer Account Services <a href="http://www.ndsu.edu/cas/">www.ndsu.edu/cas/</a>	Ceres 302 231-8782
Writing Skills	<ul style="list-style-type: none"> <li>Center for Writers <a href="http://www.ndsu.edu/cfwriters/">www.ndsu.edu/cfwriters/</a></li> <li>English 110/120 Instructors English Department, <a href="http://www.ndsu.edu/english">www.ndsu.edu/english</a></li> </ul>	Main Library, lower level, 231-7927 Minard 318 231-7143

## **POLICIES & REGULATIONS**

*Please note that additional policies and procedures not contained in this document apply to students in the college. Those policies and procedures are contained in the College Policy manual ([www.ndsu.edu/healthprofessions/college\\_information/policy\\_manual](http://www.ndsu.edu/healthprofessions/college_information/policy_manual)).*

### **ACADEMIC REMEDIATION POLICY 3.20**

Remediation is available to professional pharmacy students failing to achieve a minimum grade of “C” in a graded course or “P” in a pass/fail course and is at the discretion of the course instructor and existing college policies. Remediation will be tailored to the individual student and may include, but is not limited to, one or more of the following in conjunction with academic advising: repetition of course or pharmacy practice experience, re-examination, additional course work, reduced course load, independent study, and campus tutoring. If the course instructor deems remediation appropriate, the course instructor will notify the Senior Associate Dean with the student’s name and proposed plan of remediation.

The Senior Associate Dean will be responsible for tracking remediation opportunities offered to all professional students, with the understanding that some students may be remediating multiple courses, which may signal insufficient development of competencies related to program level Ability Based Outcomes. In the event that a single student remediates multiple courses, the Senior Associate Dean may require an additional intervention to ensure that the student has the competencies both within and across courses within the curriculum. Students must successfully complete the additional intervention before progression to new coursework occurs.

### **CERTIFICATION**

Pharmacy students must obtain and maintain certification for American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers OR American Red Cross CPR/AED for the Professional Rescuer. Each student is responsible for securing certification and for submitting verification of certification to the experiential education office (Sudro 20) during the first professional year of the program and upon renewal while enrolled in the pharmacy program. The experiential education office will provide students with additional information regarding CPR certification and renewal during the first and third professional years.

### **CRIMINAL BACKGROUND CHECK POLICY 3.08**

NDSU (and the College of Health Professions) reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, and suspend or terminate the enrollment of students, who NDSU and/or the College of Health Professions determine represents a safety risk to NDSU or the College, students, employees, property, or affiliated teaching sites and their employees and patients. An individual who is disqualified from having patient contact based on a background check may be unable to meet program requirements and/or to complete their intended degree. The State regulatory boards may deny licensure to an individual with a criminal background. All students will be required to complete a criminal background check as determined by their discipline. Students may be required to obtain two background checks (a multi-state and an FBI check) at multiple points in their educational program. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes and/or professional program application(s).

## CURRENT COMPETENCY IN COURSEWORK POLICY 2.28

Coursework in the areas of science and mathematics must be no more than seven years old at the time of application to the professional program. Coursework presented in these areas that is older than seven years must demonstrate current competency.

Current competency may be demonstrated by:

1. Retaking a portion of the series in question, i.e. 122 of 121/122 Chem series;
2. Enrolling in a formal audit that is indicated on a student's official transcript;
3. Challenging coursework through the department in question; or
4. Meeting with faculty in the areas of Science or Mathematics and having them determine current competency.

Students who intend to meet current competency requirements using item 3 or 4 must receive approval from the Chair of Pharmacy Admissions Committee prior to undertaking the current competency.

## DEGREES

The College of Health Professions offers the following degrees:

1. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS
2. Nursing: BSN, MS, DNP
3. Pharmaceutical Sciences: M.S., Ph.D.
4. Pharmacy: Pharm.D.
5. Pharm.D./MBA: In conjunction with NDSU College of Business.
6. Pharm.D./MPH: In conjunction with Public Health
7. Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences
8. Public Health: MPH

NOTE: For options 5, 6, and 7, students must first be admitted to the Pharm.D. program.

## HEALTH INSURANCE POLICY 3.07

Upon admission to the professional program students in the College of Health Professions are required to have adequate health insurance coverage in case they require health care or hospitalization while they are enrolled.

The College does not provide coverage for students while they are participating in clinical experiences, and students are not covered by the agency's workers' compensation. An insurance company and policy number will be provided by the student to the College administration before any experience in the clinical areas. Insurance may be obtained through the North Dakota University System (<https://ndus.edu/students/ship>) or a company selected by the applicant.

## HEALTH VACCINES/EXPOSURE TO BIOHAZARD

All students are required to provide a copy of their immunization records before beginning coursework in the Pharm.D. program. Request copies of your childhood/adolescent immunizations and any immunizations you have received as an adult from your healthcare provider(s).

Students may contact Nancy Nessa at (701) 231-5576 or [nancy.nessa@ndsu.edu](mailto:nancy.nessa@ndsu.edu) after June 1 with any questions regarding the immunization records. **Please note: We cannot discuss your medical records with any other individuals, including parents or family members.**

- Students must retain and maintain the original copies of these records throughout their progression in the pharmacy program. You should begin to collect this information as soon as possible in order to ensure that you meet program requirements.
- Incoming P1 students: When you have received all of your immunization records from your healthcare provider(s), submit a photocopy of the records you received as your documentation of required immunizations (see specific requirements listed below) for the Pharm.D. program to Liz Frannea by July 15.
- Experiential Education sites require students to provide proof of immunizations prior to completing Introductory and Advanced Pharmacy Practice Experiences.
- Experiential Education sites may have additional immunization requirements beyond those listed here. Students are required to meet all practice site requirements prior to practice experiences.

Immunizations	Check all that apply
<b>REQUIRED IMMUNITY</b>	
<b>Hepatitis B (HBV)</b>	<input type="checkbox"/> A 3-dose series is required. If you have not received this vaccination, you must complete the first dose of the 6-month series prior to July 15 and the second dose by the start of Fall semester. The third dose must be completed by December 15. <b>OR</b> <input type="checkbox"/> A positive antibody test (titer)
<b>Measles, Mumps, Rubella (MMR)</b>	<input type="checkbox"/> Two (2) doses of measles/mumps/rubella (MMR) vaccine received if born after 1957. <b>OR</b> <input type="checkbox"/> A positive antibody test (titer)
<b>Tetanus, Diphtheria, Pertussis (Tdap)</b>	<input type="checkbox"/> One dose of tetanus, diphtheria, pertussis (Tdap) vaccine as an adult followed by Td (Tetanus only) every 10 years. <i>Note: Tdap is not the same as the other vaccines containing some or even all of the vaccine components (D-T-A-P) such as DTap, Td, or DT</i>
<b>Varicella (Chickenpox) (VAR)</b>	<input type="checkbox"/> Two (2) doses of Varivax (chickenpox vaccine) <b>OR</b> <input type="checkbox"/> A positive antibody test (titer) <b>OR</b> <input type="checkbox"/> Documentation from a healthcare provider of a history of varicella or herpes zoster.

In addition to the above required immunizations, students will be required to complete and provide documentation of TB (tuberculosis) screening before beginning any Experiential Education rotation. This will be announced during spring semester each year.

Annual influenza immunization is strongly recommended for P1 and P2 students during flu season and is required for P3 and P4 students.

## PRE-PHARMACY & PROFESSIONAL PHARMACY MAJORS

The faculty reserve the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their adviser or the Dean's Office to obtain current policies.

## **PROFESSIONAL DRESS POLICY 3.09**

Professionalism is a core value of our program. Students are expected to dress appropriately during the laboratory and experiential components of the professional program in order to promote and maintain a positive professional image. In addition, appropriate professional clothing is to be worn when representing the College at professional out-reach activities. Violations of the College or departmental dress code may result in sanctions per College Policy 3.01: Student Conduct Policy. Students should refer to their respective department or affiliated clinical/experiential dress code policy for further details.

## **PROFESSIONAL LIABILITY INSURANCE**

Pharm.D. students are required to have professional liability insurance prior to participating in any experiential activity during the professional program. NDSU provides professional liability insurance coverage for all students in experiential rotations in amounts up to \$1,000,000 per occurrence and \$5,000,000 aggregate (North Dakota Risk Management Fund: NDCC Ch.32-12.2). Students who work may wish to purchase additional coverage because this insurance only covers educational endeavors.

## **REPETITION OF PRE-PHARMACY CORE COURSES POLICY 2.21.1**

The total number of pre-pharmacy core courses which may be repeated shall be limited to three. The grade received during the student's final attempt for any core pre-pharmacy course will be used in evaluation for admission. A withdrawal is not considered an attempt. A core course is one that is included in the GPA for admission purposes.

## **REPETITION OF PROFESSIONAL PHARMACY COURSES POLICY 3.24**

The total number of professional pharmacy course repeats due to failure (i.e., grade less than a C) is limited to three (3).

Withdrawal (for reasons other than extenuating conditions\*) from a professional pharmacy course with a grade less than a C is considered the same as a failure.

A fourth occurrence of receiving a grade less than a C (or withdrawal due to a grade less than a C) in a professional pharmacy course will result in termination from the pharmacy program.

\*All extenuating circumstances must be approved by the Senior Associate Dean before the withdrawal takes place.

## **SCHOLARSHIPS AND AWARDS**

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. Applications for scholarships and awards are available February 1 of each calendar year on the college web page ([www.ndsu.edu/healthprofessions](http://www.ndsu.edu/healthprofessions)). Deadline for uploading the on-line scholarship application is the Friday before Spring Semester Break.

**NOTE:** Specific information related to criteria for selection of scholarship recipients is available in the Office of Development in Sudro Hall 120.

## STUDENT ACADEMIC AND CONDUCT STANDARDS POLICY 3.01

(revised April 29, 2015)

### Introduction

The mission of the NDSU College of Health Professions is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. The College has established professionalism and ethics as two of its core values.

Pharmacists, nurses, allied health care professionals, public health professionals, and pharmaceutical scientists must live up to the high ideals of their profession. Their lives must be guided by the principles of honesty and integrity, in order to ensure that the public can regard their words and actions as unquestionably trustworthy.

To develop an understanding of and respect for these principles of honesty and integrity as applied to the academic work of pharmacy, nursing, allied science, and public health students, the College of Health Professions has developed this student conduct policy. This policy is applicable to anyone enrolled as a student in the College, including those in the pre-professional, professional, and graduate programs. This policy also applies to any student taking a course for credit in the College. Acceptance of this policy is required as a condition of admission to the College.

### Academic Standards

The academic standards of the College of Health Professions differ from those of the University. Any student who fails to meet or exceed the University standards may be placed on University probation or suspension (see the current NDSU Bulletin for university information on academic deficiencies).

**Semester Grade Point Average (All Students):** To be in good academic standing within the College, all undergraduate and professional students shall maintain a semester grade point average of 2.00 or above for each semester enrolled in the College of Health Professions. All graduate students are expected to maintain a 3.0 grade point average as well as any other academic policies outlined by the graduate school.

Any student who fails to attain a semester GPA of 2.0 or above may be placed on College warning or probation. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission into the College must file a request for readmittance with the Senior Associate Dean at least 60 days prior to the beginning of the semester in which readmission is sought. In addition, professional students must seek readmission to the professional programs in Pharmacy, Nursing, Allied Sciences, and Public Health through the Admissions Committee of their respective program.

**Minimum Grade Requirement (Professional Students):** To be in good academic standing within the College, all students enrolled in the professional programs of the College must complete all required courses within the College with a grade of "C" or above. Students are encouraged to refer to program-specific policies related to minimum grade requirements which can be found in the College Policy Manual at:

[http://www.ndsu.edu/healthprofessions/college\\_information/policy\\_manual/](http://www.ndsu.edu/healthprofessions/college_information/policy_manual/). Graduate students are expected to uphold policies and procedures consistent with the graduate school and to maintain a 3.0 grade point average.

**Students Enrolled in College Affiliated Educational Training Programs (Professional Students):**

To be in good academic standing within the College, all students enrolled in College affiliated internships, clinical, or experiential training programs are also required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may also lead to termination from the College.

**Conduct Standards**

High standards of professional conduct are expected from all students, both to facilitate the learning of all students and to promote professional values. Individuals are expected to represent the College, professional program, or profession in a positive, professional manner. Students conducting clinical experiences, rotations, and/or internships must also uphold the specific policies of their clinical site.

All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are unacceptable. If there is doubt about whether or not academic or professional conduct is appropriate, individuals should query the Dean's Office.

Examples of unprofessional conduct include, but are not limited to, the following:

**Academic Misconduct:**

1. Cheating, includes but is not limited to, the following:
  - a. The receipt, possession, or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.
  - b. Arranging to have others take examinations or complete assignments (i.e., papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments, or doing academic work for another student.
  - c. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
  - d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
  - e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
  - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
  - g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another student and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
  - h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
  - i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations, or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
3. Violation of any IRB and/or University research processes.

**Professional Misconduct**

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival, and/or cancelled classes.

5. Approaching faculty, staff, or students in less than a professional manner and treating faculty, staff, peers, and patients in a disrespectful and inconsiderate way (i.e., addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff, and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College of Health Professions.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports, or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing, or unauthorized use of any property of the College, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS, and/or clinical sites.
15. Harassment, threats of violence, intent to do harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use, and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives, or weapons within the University campus, in any practice/learning setting, or when representing the College.
18. Any violation and/or conviction of any federal, state, or municipal law as well as a University rule or rule at a professional experience site.
19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College as improper behavior, and any individual violating this law is required to undergo an alcohol/drug evaluation.

## **Reporting Process**

### **Academic Misconduct**

1. Students are required to report any academic misconduct to the Senior Associate Dean within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs. Graduate students must also report to the Department Chair of the graduate program.
2. The course instructor who suspects that academic misconduct has occurred in their course or other instructional context has an initial responsibility to: a) inform the student(s) involved of his/her suspicion and the suspicion's grounds; b) allow a fair opportunity for the student to respond; and c) make a fair and reasonable judgment as to whether any academic misconduct occurred.
3. The course instructor will report academic misconduct violations to their Department Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the academic misconduct to the Senior Associate Dean.

### **Professional Misconduct**

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs and Faculty Development within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.
2. Faculty members are required to report unprofessional conduct within the classroom setting. Similarly, other College personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
3. The faculty member/College personnel will report professional misconduct violations to their Department Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the professional misconduct to the Associate Dean for Student Affairs and Faculty Development within 7 days of the discovery of the misconduct.

5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self-report any professional misconduct violations to the Associate Dean for Student Affairs and Faculty Development within 7 days of the occurrence.

## **Disciplinary Sanctions**

### **Academic Misconduct**

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will inform the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the Department Chair.
3. The Department Chair will submit a copy of the form to the Senior Associate Dean.
4. The Senior Associate Dean will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335. In the case of graduate student academic misconduct, the Dean of the College of Graduate & Interdisciplinary Studies must also receive a copy of the completed Student Academic Misconduct Tracking form.
5. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file.

### **Professional Misconduct**

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty, and staff in the College. Hence, the Associate Dean for Student Affairs and Faculty Development has the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The Associate Dean for Student Affairs and Faculty Development will work collaboratively with the Department Chair (and where appropriate, individual instructors) to resolve professional misconduct issues.

## **Department and College Related Sanctions**

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Chair depending upon the circumstances and nature of the misconduct. The Department Administrator will notify the student in writing of the sanction and rights to due process and forward a copy to the Senior Associate Dean &/or Associate Dean for Student Affairs and Faculty Development.

The Senior Associate Dean may impose additional disciplinary sanctions for the **College** and will notify the student in writing and the Dean of the College of Graduate and Interdisciplinary Studies (if a graduate student involved). Disciplinary action for academic and professional misconduct will depend based upon the seriousness of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College.
4. Termination from the College. (Termination from the College of Health Professions does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

In cases of particularly egregious or multiple instances of academic/professional misconduct, the Dean of the College may also recommend expulsion from the university.

## **Student's Right to Appeal**

Students sanctioned for violations of the College Student Academic and Conduct Standards Policy have the right to appeal. Student appeals must follow the appeal procedure outlined below. Graduate student appeals of sanctions involving academic misconduct must be filed in accordance with the Graduate Student Appeals policy described in the NDSU Graduate Bulletin.

### **Pre-professional/Professional Student Appeals Procedure**

1. If the student chooses to appeal a course instructor's sanction, it must be pursued in the following sequence: course instructor, Department Chair, Associate Dean for Student Affairs and Faculty Development or Senior Associate Dean, and Dean.
2. Department and College related sanctions may be appealed to the Associate Dean for Student Affairs and Faculty Development (Professional Misconduct), Senior Associate Dean (Academic Misconduct), followed by the Dean.
3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy 335: Code of Academic Responsibility and Conduct.
4. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.
5. Appeal letters must specify in detail one or more of the following bases of appeal:
  - a. the sanction was too severe for the offense;
  - b. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
  - c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
  - d. the student's/student organization's rights were violated (specify those rights believed to have been violated).

### **Appeal Review Process (Pre-professional and Professional Students)**

1. Appeals made to the Senior Associate Dean or Associate Dean for Student Affairs and Faculty Development will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question.
2. The Academic Affairs/Student Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
  - a. issue a decision based solely on the written materials;
  - b. issue a decision based on a review of written materials and discussion with the involved principals;
  - c. recall one or more witnesses;
  - d. refer the decision to the full faculty for action;
  - e. return the case for reconsideration of the decision and/or sanctions.
3. The Academic Affairs/Student Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.
5. The Registrar will be advised of the results of the appeal.

### **Unresolved Appeals**

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost. The Provost will make the final decision on any appeals.

### **Incomplete Disciplinary Process**

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major, or program of study offered by the College of Health Professions. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

### **Annual Pledge and Signature**

I have read and understand the above policy and I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Health Professions. I understand that violations of this policy and sanctions imposed, as well as information used to substantiate violations (i.e., criminal background checks), may be shared with College affiliated educational training programs. I am also aware of and assume responsibility for following other College and Department policies as stated in the student handbook.

Revised: May 14, 2008, April 15, 2009, April 21, 2011, October 7, 2013, April 29, 2015

Source: Faculty Meeting Minutes

## STUDENT COMPLAINT POLICY 3.28

The Accreditation Council for Pharmacy Education (ACPE), at the behest of the U.S. Secretary of Education, requires all accredited pharmacy programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited colleges or schools of pharmacy must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the pharmacy program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The complete set of ACPE standards regarding student complaint policies can be found on pages 38-39 (Standard 20) of the following website:

<http://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>.

The NDSU College of Health Professions takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. To that end, a copy of the NDSU College of Health Professions policy relating to this issue is available on its website at [www.ndsu.edu/healthprofessions](http://www.ndsu.edu/healthprofessions). Students who have difficulty accessing this webpage may also obtain a copy of the complaint policy in the Dean's Office (Sudro Hall 123). A discussion of this policy shall take place annually during the orientation process for first professional year students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean of the School of Pharmacy, and shall be available for review by ACPE or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

### Student Complaints Regarding Grades

#### University Grade Appeal Policy 337

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy, which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf). While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, he/she must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term in the same academic year.

A grade appeal is formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the Department Head, and the Dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the Department Head or Dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit a formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above.

### **Non-Grade Student Complaints**

Pre-professional and professional pharmacy students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related issues, including (but not limited to) ACPE standards, policies and procedures. Additionally, because the pharmacy program spans multiple departments, the non-grade complaints are handled through the Dean's Office, rather than by the departments themselves.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the NDSU College of Health Professions.
2. The written complaint must include a description of the policy, procedure or ACPE standard in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Senior Associate Dean (as the Chair of the College Academic Affairs Committee) if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs & Faculty Development (as the Chair of the College Student Affairs Committee) if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.
4. The Senior Associate Dean (or, if a non-academic issue, Associate Dean for Student Affairs & Faculty Development) shall convene a meeting of College Academic (or, if a non-academic issue, Student) Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as "Associate Dean" and "Committee", respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Health Professions. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.

7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

## DOCTOR OF PHARMACY (PHARM.D.) STUDENT TECHNICAL STANDARDS POLICY 3.29

The North Dakota State University College of Health Professions' mission is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. As a corollary to this mission, the Doctor of Pharmacy (Pharm.D.) program seeks to train students who have the ability, interest and work ethic necessary to be eligible for licensure, and embark upon a successful career as a health care professional. Thus, the Pharm.D. professional program requires students to undertake the **full set of activities** that are necessary to complete their program of study.

The goal of every licensed pharmacist is to provide **safe** and **effective** care to patients. In order to provide that care, individuals must have the physical, cognitive and social skills necessary to learn, practice and master each of the competencies of one's profession. Failure to demonstrate these competencies not only endangers the patients under the pharmacist's care, but also impacts the ability of other providers to provide safe and effective patient care.

Therefore, the following technical standards represent competencies necessary to complete the Pharm.D. professional program and provides additional guidance to the College Student Technical Standards Policy 3.11 for students. Students must be able, with or without reasonable accommodations, to consistently demonstrate these competencies. Students who fail to demonstrate these competencies are ineligible for admission or progression in the NDSU Doctor of Pharmacy (Pharm.D.) professional program. The technical standard competencies are organized into five general categories:

1. Perception/observation
2. Communication
3. Motor/tactile function
4. Intellectual, conceptual, integrative, and quantitative abilities
5. Behavioral and Social Attributes

### 1. Perception/Observation Competencies

Students must be able to utilize their senses and mental abilities to perceive and observe information presented through:

- Written material
- Audiovisual material
- Demonstration
- Large-group lectures
- Small group discussions and presentations
- One-on-one interactions
- Laboratory experiences
- Patient encounters (at a distance or close at hand)
- Procedures

### 2. Communication Competencies

Students must be able to communicate effectively and efficiently (in English) using nonverbal, verbal, and writing strategies with faculty members, other members of the healthcare team, patients, families, and other students, in order to:

- Produce written and oral communication
- Elicit information

- Convey information
- Clarify information
- Create rapport
- Work collaboratively
- Develop therapeutic relationships
- Demonstrate computer literacy

### 3. Motor/Tactile Function Competencies

Students must have sufficient motor function, skills, and tactile ability to execute basic tasks in the training and provision of patient care. This includes coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision in order to:

- Attend and participate in classes, groups, and activities which are part of the curriculum.
- Conduct basic laboratory procedures and tests.
- Perform basic, non-sterile compounding.
- Demonstrate aseptic technique.
- Examine patients (including inspection, auscultation, palpation, percussion, and other diagnostic maneuvers).
- Administer immunizations, perform cardiopulmonary resuscitation, perform palpitation, auscultation, and percussion.
- Provide patient care appropriate to the circumstances.
- Perform in a reasonably independent way in potentially high speed/high demand/emergency environments.

### 4. Intellectual, Conceptual, Integrative & Quantitative Competencies:

Student must be able to demonstrate higher-level cognitive abilities, which include:

- Memory
- Rational thought
- Visual-spatial comprehension
- Conceptualization
- Application
- Measurement
- Calculation
- Analysis
- Representation (oral, written, diagrammatic, three dimensional)
- Organization
- Synthesis
- Clinical reasoning
- Ethical reasoning

### 5. Behavioral and Social Competencies

Students must consistently demonstrate attributes of professionalism, including:

- Empathy, compassion, integrity, and respect for others.
- Preparation, initiative, and accountability consistent with a commitment to excellence.
- Commitment to legal and ethical principles pertaining to the provision of patient centered care.
- Mindfulness of the environment, recognizing that one's professionalism is constantly evaluated by others.

### Reasonable Accommodations under the Americans with Disabilities Act (ADA)

The College strongly encourages any student who suspects that he or she may have a disability to contact the NDSU Office of Disability Services for guidance concerning the steps that are necessary to document and verify the nature and extent of the disability. Consistent with NDSU and Federal policies, students with documented evidence of disabilities may request reasonable accommodations. However, such requests are not reasonable if they disrupt, are detrimental to and/or endanger patients, students, co-workers and/or instructors, or otherwise cause a fundamental alteration to the program.

### **Failing to Meet, Reporting and Adjudicating Technical Competencies**

Applicants and students of the Pharmacy Doctorate professional program who consistently fail to demonstrate the competencies identified above are ineligible for admission or progression in the program. Students who are admitted to the Pharmacy Doctorate professional program and who **realize** (either through their own efforts or as demonstrated by a licensing board, a preceptor or a faculty member in the program) that they do not (or no longer) **consistently** demonstrate the requisite technical competencies to be eligible for licensure have an ethical obligation to self-report that information to the College's administration (i.e., the appropriate department chair, the Senior Associate Dean and/or the Associate Dean for Student Affairs). **Once realized** (through own awareness or as reported to them by a licensing board, faculty, or preceptor), failure to self-report a **consistent** lack of technical competencies represents a violation of the Student Conduct Policy (College Policy Manual, Policy 3.01).

## **TECHNOLOGY REQUIREMENTS FOR PHARMACY STUDENTS**

**Effective Fall 2013, Students are required to purchase an iPad for use in the classroom, Thrifty White Concept Lab, and experiential rotation sites.** The Pharmacy program is endorsing the iPad Air, 32 GB based upon the amount of memory, sharpness of display, and speed. However, students may choose any iPad version and size, including the iPad 2, 3, 4, or Air 2 since Apple™ has a consistent operating system between devices so that older devices are still compatible when upgrades are made. When making your choice, keep in mind that the iPad will be utilized for a variety of applications including note taking and for testing, thus the iPad mini may not be an optimal choice for all formats.

Other devices, such as smartphones, android tablets, and/or lap tops cannot be substituted for the iPad requirement. It is important to keep the technology consistent in the learning environment so that all students have the same learning experience. Even though other devices can do some of the same things an iPad can do, all of these devices operate off different platforms. Not all educational Apps will work on all platforms and some devices (e.g. smart phone) are not appropriate for some Apps (exams). Lastly, Apps are designed to work on tablets, not laptops. If you have already purchased a device other than an Apple iPad it may be possible to sell it on Craigslist or eBay so that you may recoup some of your investment.

We highly recommend that iPads be purchased through the NDSU Bookstore. Exclusive arrangements have been made with the NDSU Bookstore to allow students the ability to charge the iPad to their student account. For students with financial aid, the charge will be subtracted from your aid. The NDSU Bookstore has knowledgeable staff including: Brad Sonmor, Dept. Manager; Erin McCormack, Assistant Manager; and Justin Hills, Certified Apple Technician. Erin McCormack is specifically well-versed in operating an iPad and functions as a campus-wide resource for them. Finally, Bookstore personnel will assist students with any service issues for all iPads purchased from them. Options to purchasing a less expensive iPad include buying a "refurbished" iPad through the online Apple store or purchasing one through Craigslist or eBay.

It is recommended that students also purchase the **AppleCare+ Warranty**. The cost of the warranty is \$99 for two (2) years and provides technical support and repairs, including coverage for up to two (2) incidents of accidental damage (such as dropping it). See <http://store.apple.com/us/product/S4689LL/A/applecare-for-ipad> for more information. (**Note:** If your parents purchase this device for you, their homeowners insurance may cover the iPad, minus the cost of the deductible, in the event it is stolen. You will need to keep track of the device ID in order to report it.) The AppleCare+ Warranty can be purchased from the Bookstore. Again, the NDSU Bookstore will assist students with service issues if the iPad was bought from them.

Students have also found that purchasing an external keyboard is advantageous for taking notes in class. There are several to choose from, some of which are described in this article: <http://www.macworld.com/article/1164210/buying-guide-find-the-best-ipad-keyboard.html>.

Lastly, a word about iPad Apps. Initially, you will “need” only a few Apps, many which are free. At the minimum, you will need:

- An App to take notes in class on your iPad. The iPad comes loaded with “**Notes**”, which is basically a blank legal pad you can take notes on. Newer versions of the iPad come with “**Pages**”, Apple’s version of Word. NDSU students can also download Microsoft Office on their iPads for FREE! Check the following for details:  
[http://www.ndsu.edu/its/software/software\\_licensing\\_program/microsoft\\_office\\_proplus/](http://www.ndsu.edu/its/software/software_licensing_program/microsoft_office_proplus/).
- If you want to take notes on a course handout that you’ve downloaded, “**iAnnotate**” is a fantastic App and worth the \$9.99. Another note taking App that is cheaper is **Notability** for \$3.99 that is a white board application for drawing, writing, and note-taking.
- “**Adobe Reader**” to view PDF documents and also provides annotation options-FREE
- Some textbooks are available as downloads on the iPad as a Kindle, iBook, &/or Nook and you will find electronic books are cheaper than the hardcover new edition. Typically, the Kindle version is the most economical of the three listed. You will need to install the “**Kindle**” App-FREE
- **Blackboard** – FREE – and **Tegrity** App which is also FREE to be able to access these sites directly without having to go through Safari.
- **High Point Mobile Campus Connection** - FREE – <https://m.cnd.ndus.edu>. You can now view and register for classes, see exam schedules (at institutions where exam schedules are used), view grades, see advisor information, check waitlist status, review student calendars, check their school bills, see the status of your financial aid, and review account activity.
- **Responseware** (mobile clicker). The App is free to download, but a license is needed to activate them. Students can purchase a 6 month license for \$12 at the NDSU Bookstore. Other license options are available for purchase at the Turning Technologies student store: <https://store.turningtechnologies.com/>. (If you have a NXT clicker, you may sell it back to the bookstore.)
- A medical calculator, such as **Calculate by QxMD** - FREE or **MedCalc** - \$4.99 (In-App purchase to unlock app).
- **Quizlet** Flashcards and Study Tools-FREE.
- **Evernote** Organization and productivity-FREE

You may also “want” the following useful Apps at some time during your pharmacy education:

- **Redi-Reader** can be used to access designated medical references and guidelines and is FREE!
- **MedScape** - FREE medical resource.
- **Medpage Today** - FREE medical news, education, etc.
- **ePocrates Rx** - FREE medical resource.
- **LinkedIn** for professional networking.
- **Coach’s Eye** – An APP for taking, viewing, and editing video - \$4.99

Some helpful videos are located within the Pharm.D. Student BlackBoard organization in the ‘iPad Apps. See the short “How-to’ Videos” folder under Student Resources.

## TERMINATION – RIGHT TO TERMINATE ENROLLMENT POLICY 3.03

The College of Health Professions reserves the right to terminate the enrollment of any student at any time, if the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations.

## TUITION

In 2012 the North Dakota Board of Higher Education approved a differential tuition for the pharmacy professional program which is higher than the standard university tuition rate. Differential tuition is needed to cover the higher costs associated with a professional degree program. This differential tuition does not include other student fees, room and boards, and miscellaneous expenses. As noted earlier, students are expected to complete certain degree requirements including Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) during summer months in addition to the regular academic year. Starting with the fall 2013 semester, students should expect to be charged (and to pay) differential tuition on course credits for all professional program degree requirements regardless of the term in which credits are earned. The amount of differential tuition in an academic term can be found on the NDSU Office of Student Financial Services website: [www.ndsu.edu/bisonconnection/accounts/](http://www.ndsu.edu/bisonconnection/accounts/). There is a non-refundable admission deposit fee of \$500 for students who have been accepted to the pharmacy program. This fee is to assure their place in the class and will be applied to the differential tuition for the first semester of the professional program.

## Pre-Pharmacy Curriculum 2016-2017

**Two Year Track with summer session (4 Semesters + 1 Summer Session, 75 credits - includes credit for Engl 110)**

<b>FIRST YEAR (39 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Chem 121, General Chemistry I *	3	Chem 122, General Chemistry II *	3
Chem 121L, General Chemistry I Lab	1	Chem 122L, General Chemistry II Lab	1
English 120, Comp II <sup>1</sup> *	3	Comm 110, Fundamentals *	3
Math 146, Applied Calculus I *	4	Econ 201, Microeconomics *	3
Biol 150/150L, General Biology I/Lab *	3/1	Stat 330, Introductory Statistics *	3
Phrm 189, Study Skills	1	Elective - Humanities & Fine Arts	3
	16		16

<sup>1</sup> Students with composite ACT scores of 20 or lower must register for English 100 and 110 Fall Semester and take Engl 120 Spring Semester. Students who complete English 120 with a "C" or higher will receive credit for English 110 with a passing grade (P).

<b>SECOND YEAR (34 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Chem 341, Organic Chemistry *	3	Chem 342, Organic Chemistry II	3
Chem 341L, Organic Chemistry I Lab	1	Biol 221/221L, Human Anat & Physio II	3/1
Biol 220/220L, Human Anat & Physio I *	3/1	Elective - Humanities & Fine Arts	3
Comm 216, Intercultural Comm *	3	Micr 460, Pathogenic Microbiology	3
Micr 202/202L or 350/350L *	2/1	Phys 211, College Physics I	3
Wellness	2		
	16		16

<p><b>SUMMER SESSION</b> – PSCI 499, Special Topics in Pharmaceutical Biochemistry (5 credits) Engl 324 or 325, Upper division English (3 credits) **</p>
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**\*Selected core courses will be used for selection criteria to determine GPA used in calculation for admission to the professional program. These courses must show evidence of letter grade, or other means of demonstrating acceptable competency (i.e. AP – CEEB) and MUST be completed by the end of fall semester prior to the December 31 deadline to apply to the pharmacy program. Remaining courses, which are required and listed in the pre-pharmacy curriculum, MUST be completed by the end of spring term. The only exception to this is that up to six credits of electives may be completed during the summer term.**

**\*\*English 324 or 325 requires the completion of 60 credit hours to enroll in the course. Students should consult with their advisor to ensure that they meet this requirement, should they wish to complete this course earlier than what is recommended in this document.**

(ALL courses must be completed with at least a grade of "C.")

## Pre-Pharmacy Curriculum 2016-2017

**Three year track. Allows room for a minor of study. (6 Semesters, 94 credits - includes credit for Engl 110)**

<b>FIRST YEAR (31 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Biol 150/150L, General Biology/Lab *	3/1	Chem 122, General Chemistry II *	3
Chem 121, General Chemistry I *	3	Chem 122L, General Chemistry II Lab	1
Chem 121L, General Chemistry I Lab	1	Comm 110, Fundamentals *	3
Math 146, Applied Calculus I *	4	English 120, Composition II <sup>1</sup> *	3
Elective - Humanities & Fine Arts	3	Elective - Humanities & Fine Arts	3
Phrm 189, Study Skills	1	Wellness	2
	16		15

<sup>1</sup> Students with composite ACT scores of 20 or lower must register for English 100 and 110 Fall Semester and take Engl 120 Spring Semester. Students who complete English 120 with a "C" or higher will receive credit for English 110 with a passing grade (P).

<b>SECOND YEAR (33 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Chem 341, Organic Chemistry I *	3	Biol 221/221L, Human Anat & Physio II	3/1
Chem 341L, Organic Chemistry I Lab	1	Chem 342, Organic Chemistry II	3
Biol 220/220L, Human Anat & Physio I *	3/1	Phys 211, College Physics I	3
Comm 216, Intercultural Comm *	3	Credits towards Minor	6
Econ 201, Microeconomics *	3		
Credits towards Minor	3		
	17		16

<b>THIRD YEAR (30 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Bioc 460, Biochemistry I	3	Bioc 461, Biochemistry II	3
Stat 330, Introductory Statistics *	3	Engl 324 or 325, Upper Division English	3
Micr 202/202L or 350/350L *	2/1	Micr 460, Pathogenic Microbiology	3
Credits towards Minor	6	Credits towards Minor	6
	15		15

**\*Selected core courses will be used for selection criteria to determine GPA used in calculation for admission to the professional program. These courses must show evidence of letter grade, or other means of demonstrating acceptable competency (i.e. AP – CEEB) and MUST be completed by the end of fall semester prior to the December 31 deadline to apply to the pharmacy program. Remaining courses, which are required and listed in the pre-pharmacy curriculum, MUST be completed by the end of spring term.**

**(ALL courses must be completed with at least a grade of "C.")**

## ADMISSIONS POLICY

### Admission to the Pre-Pharmacy Program

The pre-pharmacy curriculum is open to all high school graduates and college transfer students who have not completed the requirements to enter the professional pharmacy program. To enter the pre-pharmacy program the student must qualify for and obtain admission to the University. Applications to NDSU may be obtained from the NDSU Office of Admission.

### Admission to the Professional Entry-Level Pharm.D. Program

A separate on-line application is required for admission to the Professional Entry-Level Pharm.D. Program. The deadline to apply to our pharmacy program is December 31. The on-line application is available on our web page: [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy). In addition, there is a \$100.00 non-refundable application fee which must be sent to the College (post-marked by December 31), or students may bring it to the Dean's Office (Sudro Hall room 123). ***(NOTE: if the deadline date falls on a Sunday, then the pharmacy application fee must be post-marked no later than Saturday, December 30.)***

Applicants should note that admission to the University **does not** grant admission to the Entry Level Pharm.D. Program. All students must apply and be formally accepted by the Pharmacy Admission Committee of the College of Health Professions **before** they may begin the professional courses in the four years of the pharmacy program.

Students may apply to the College for admission into the Professional Pharmacy program upon satisfactory completion of the pre-pharmacy program or evidence that this program will be successfully completed at either NDSU or another accredited college **prior** to admission. Students not previously enrolled at NDSU must apply **both** to NDSU (with a NDSU Application for Admission) and to the College (with the Supplemental Pharmacy Application form).

Applications will be reviewed by the Pharmacy Admission Committee, which is composed of administrators, pharmacy practitioners, and pharmacy faculty in the basic, administrative and clinical sciences. The size of each entering professional class is limited by the availability of the resources of the College and the capacity of the clinical facilities. NDSU is a state supported institution, thus, residents of North Dakota will be given primary consideration. Residents from other states who attend NDSU will also be given partial residency preference. A cumulative grade point average of 3.0 (4.0=A) or above is required before an applicant will be evaluated for admission to the Professional Entry Level Pharm.D. Program. The actual admission "cut off" is generally much higher than a 3.0.

### Application Procedures (Professional Entry Level Pharm.D. Program)

1. **APPLICATION MATERIALS** are available on our web site and must be submitted by December 31. ***(NOTE: if the deadline date falls on a Sunday, then the pharmacy application fee must be post-marked no later than Saturday, December 30.)*** The student is responsible for seeing that ALL application materials are submitted and received by December 31. Applications with materials missing will not be considered for admission. (No applications will be accepted after December 31.) The application can be accessed at [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy).
2. **APPLICATION FEE** - A \$100.00 non-refundable application fee is required for admission.
3. If the applicant is not a current or former NDSU student, separate application must be made for admission to NDSU through the NDSU Office of Admission.

4. Official transcripts from all universities and colleges attended must be sent to the NDSU Office of Admission and to the College of Health Professions. The transcripts must contain the winter quarter or fall semester grades. ***Students must show transcript evidence that all required coursework (courses listed by name and number) will be completed by the end of spring term.*** The applicant must also supply official transcripts of spring term. It is the responsibility of the applicant to determine that all transcripts and other application materials (supplemental applications and completed PCAT scores) are submitted and updated if incomplete transcripts are initially submitted.
  - a. ***Note: NDSU students not enrolled in the pre-pharmacy major must contact the Office of Registration & Records to request their transcripts be forwarded to the College.***
5. The Pharmacy College Admission Test (PCAT) is required. Completed scores **must be sent** to the Chair of the Pharmacy Admission Committee. For information on the PCAT, contact us at 701-231-7601. **The College requires that students take the PCAT in July, September, October or November 2015 as their most recent exam.** We will accept PCAT scores back three years (July 2012 to November 2015). The web address for the PCAT is [www.pcatweb.info](http://www.pcatweb.info).
6. All courses must be completed with at least a grade of "C." Selected core courses, indicated by an asterisk (\*) must be completed by the end of fall semester prior to the December 31 deadline date to apply to the pharmacy program. Remaining courses, which are required and listed in the pre-pharmacy curriculum, **MUST** be completed by the end of spring term. The only exception is the electives which may be completed during the summer (up to six credits).
7. An interview on campus is part of the evaluation process for students who receive final consideration for admission.

## Notification of Acceptance

1. Applicants are notified of their acceptance as rapidly as admission decisions are made.
2. Acceptance Deposit: Applicants who are offered a position into the entry-level Professional Pharm.D. program are required to submit a non-refundable deposit fee of \$500.00 to the College to assure a place in the class. This deposit is typically due within 30 days of receipt of an admission letter. This fee will be applied to the differential tuition for the first semester of the professional program.
3. Differential Tuition. In 2012 the North Dakota Board of Higher Education approved a differential tuition for the pharmacy professional program which is higher than the standard university tuition rate. Differential tuition is needed to cover the higher costs associated with a professional degree program. This differential tuition does not include other student fees, room and boards, and miscellaneous expenses. As noted earlier, students are expected to complete certain degree requirements including Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) during summer months in addition to the regular academic year. Starting with the fall 2013 semester, students should expect to be charged (and to pay) differential tuition on course credits for all professional program degree requirements regardless of the term in which credits are earned. The amount of differential tuition in an academic term can be found on the NDSU Office of Student Financial Services website: [www.ndsu.edu/bisonconnection/accounts/](http://www.ndsu.edu/bisonconnection/accounts/).
4. An additional \$110 fee is required. It will be applied to the first year annual fee for registration as a Pharmacy Student Intern in North Dakota, with the North Dakota Board of Pharmacy. Note: this \$110 annual fee for licensure as a student intern is required by the North Dakota Board of Pharmacy for four years of enrollment in the professional program. Once a student is accepted into the professional pharmacy program, he or she is expected to continuously hold a valid North Dakota Pharmacy Intern license for the entirety of their professional program.

## **Reapplication**

A student who has made application to the professional program but is not accepted, or fails to enroll after being accepted, may reapply for admission to the professional program. Students are allowed to apply to the program twice. Regardless of whether or not a student meets the eligibility requirements, once a student pays the pharmacy application fee, that application officially counts toward the limit of two attempts. All academic and admission requirements in force at the time of his/her reapplication must be met.

## **PRE-PHARMACY MAJORS, PLEASE NOTE**

The faculty reserve the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their adviser or the Dean's Office to obtain current policies.

***For further information, forward inquiries to the Chair of the Pharmacy Admission Committee, College of Health Professions, North Dakota State University, Dept. 2650, PO Box 6050, Fargo, ND 58108.***

## PROFESSIONAL CURRICULUM 2015/2016

**In addition to curriculum listed below, 4 credits of Professional Electives MUST be completed PRIOR to P4 Year**

<b>P1 (37 credits)</b>			
<b>FALL 2015</b>	<b>Cr</b>	<b>SPRING 2016</b>	<b>Cr</b>
Micr 470 Basic Immunology	3	PSci 369, Pharmaceutics II	2
PSci 367, Pharmaceutical Calculations	1	PSci 410/610 Pharmaceutical Biotechnology	2
PSci 368, Pharmaceutics I	3	PSci 412 Chemotherapeutic Agents (Oncology/ID)	3
PSci 411, Principles of Dynamics	3	PSci 470 Pharmacokinetics	3
Phrm 340, Pathophysiology I	4	Phrm 341 Pathophysiology II	4
Phrm 350, Introduction to Pharmacy Prax	2	Phrm 352, Intro to Healthcare Systems	2
Phrm 351L, Pharm Care I Lab	2		
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>16</b>
<b>SUMMER 2015 - Phrm 355, Introductory Pharmacy Practice Experience (IPPE) I , 120 hours=3 cr. *</b>			

<b>P2 (38 credits)</b>			
<b>FALL 2015</b>	<b>Cr</b>	<b>SPRING 2016</b>	<b>Cr</b>
PSci 413, Endocrine/Resp/GI Dynamics	3	CHP 400, Interprofessional Health Care Prax	3
PSci 414, Cardiovascular Dynamics	3	PSci 415, Neuro-Psych Dynamics	3
PSci 417, Pharmacogenomics	2	Phrm 450, Self Care	3
Phrm 480, Drug Literature	3	Phrm 452L, Pharm Care II Lab	2
Phrm 532, Infectious Disease	3	Phrm 534, Endocrine/Rheum/GI	3
Phrm 535, Neoplastic Disease	3	Phrm 538, Cardiovascular Pulm	4
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>18</b>
<b>SUMMER 2015 - Phrm 455, IPPE II, 120 hours = 3 cr. *</b>			

<b>P3 (30 credits)</b>			
<b>FALL 2015</b>	<b>Cr</b>	<b>SPRING 2016</b>	<b>Cr</b>
Phrm 475, Pharmacy Management	3	Phrm 520, Special Populations	3
Phrm 536, Neuro-Psych	3	Phrm 552L, Pharm Care Lab IV – IPPE IV	2
Phrm 537, Renal, Fluid & Electrolytes	3	Phrm 560, Specialty Care Topics	2
Phrm 540, Public Health	3	Phrm 570, Prax Improvement & Proj. Mgmt	3
Phrm 551L, Pharm Care III Lab	2	Phrm 572, Pharmacy Law	2
Phrm 555, IPPE III (Public Health)	1	Phrm 580, Pharmacotherapy Capstone	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

**P-4 (40 credits) 40 Week Advanced Pharmacy Practice Experience (APPE) \*Phrm 581-582-583**

\* Students will be assigned away from Fargo/Moorhead for all or part of IPPE/APPE experience

## EXPERIENTIAL EDUCATION PLACEMENT

Students in the pharmacy program will be assigned for experiences away from the Fargo-Moorhead community for extended periods of time for their experiential coursework (Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience). Students are expected to make sufficient financial and other preparations in advance of these experiences to allow them to successfully complete the experiential requirements. Students are responsible for housing, board, travel expenses and all other related expenses during these experiences.

Pharmacy students must register **annually** as a Student Intern with the North Dakota State Board of Pharmacy and must continuously hold valid licensure as a pharmacy intern in North Dakota for the duration of the professional program. Students must pay all ND Board internship fees to be eligible for the experiential education program. Students with experiential placement in states outside of North Dakota must also register and pay for an intern license in those states.

## INTRODUCTORY AND ADVANCED PHARMACY PRACTICE EXPERIENTIAL EDUCATION

Introductory Pharmacy Practice Experience (IPPE) consists of a total of 300 hours throughout the P1 – P2 – P3 years. First year professional students will complete 120 hours of IPPE in an institutional pharmacy setting during the summer between their P1 and P2 year. Second year professional students will complete 120 hours of IPPE in a community pharmacy setting during the summer between their P2 and P3 year. Third year professional students will complete 30 hours of IPPE focused on Public Health and 30 hours of simulated pharmacy practice activities in our model concept pharmacy.

Advanced Pharmacy Practice Experience (APPE) is comprised of 8 five-week rotations during the fourth professional year. Five of the eight rotations are required rotations including; ambulatory care, acute care, institutional, community advanced, and rural health. The remaining three rotations are considered elective rotations and are chosen based on student personal and professional preferences.

## PHARMACY REGULATIONS FOR EXPERIENTIAL EDUCATION

### North Dakota

A student enrolled in the entry-level Pharm.D. program is required to register as a PHARMACY INTERN per North Dakota Administrative Code prior to the fall term of the first professional year. Registration is conducted at a time specified by the Board of Pharmacy in cooperation with the College of Health Professions. Students enrolled in the professional pharmacy curriculum are assessed \$110 per year by the Board of Pharmacy for a maximum of four years. Pharmacy students must register annually as a Student Intern with the North Dakota State Board of Pharmacy and must continuously hold valid licensure as a pharmacy intern in North Dakota for the duration of the professional program.

The Pharm.D. degree provides a student 1600 hours of Advanced Pharmacy Practice Experience (APPE) toward North Dakota licensure. Experiential requirements within this program grant a student eligibility for North Dakota licensure examinations as a pharmacist immediately upon graduation. Although all eligibility requirements for North Dakota licensure are satisfied through hours received from the experiential program, students are encouraged to seek additional hours of internship experience by working during their free summer periods to enhance their learning throughout the professional program.

The North Dakota Pharmacy Practice Act allows a student to register as an intern with the Board of Pharmacy prior to beginning Pharm.D. coursework as long as the student has completed a year of college and is registered in the pre-pharmacy program. For more information concerning this and other internship program details, contact the Board Office as listed below.

*Mark Hardy, Pharm.D., Executive Director  
North Dakota Board of Pharmacy  
1906 East Broadway Ave, Bismarck ND 58501  
Phone: (701) 328-9535; Fax: (701) 328-9536  
Web Address: [www.nodakpharmacy.com](http://www.nodakpharmacy.com)*

## Minnesota

The following is a synopsis of the Minnesota Board of Pharmacy internship regulations. Emphasis is placed on pertinent differences that exist between North Dakota and Minnesota regulations. Questions regarding points not covered in this section should be directed to the executive director of the Minnesota Board of Pharmacy whose name, address and phone number is listed below.

Application for registration as a PHARMACY INTERN in Minnesota is available on-line at their web site: [www.phcybrd.state.mn.us](http://www.phcybrd.state.mn.us).

1. Students are eligible to register as a Minnesota pharmacy intern after successful completion of the first professional year of the pharmacy curriculum.
2. Students interning 240 hours of internship or more in the state of Minnesota are required to complete the Internship Competency Manual, available online at the Minnesota Board of Pharmacy website.
3. The maximum number of hours of internship that the Minnesota Board of Pharmacy will accept is 54 hours per week. There is no weekly minimum.
4. It is imperative that students register with and are issued an intern license through the Minnesota Board prior to beginning IPPE/internship experience (within the boundaries of the state of Minnesota), or credit will **not** be given for time accrued.

*Cody Wiberg, Pharm.D., Executive Director  
Minnesota State Board of Pharmacy  
2829 SE University Ave., Suite 530  
Minneapolis MN 55414-3251  
Phone: (651) 201-2825  
Fax: (612) 617-2262  
Web address: [www.phcybrd.state.mn.us](http://www.phcybrd.state.mn.us)  
MN Relay Service for Hearing Impaired: (800) 627-3529*

## PROFESSIONAL ELECTIVES

A minimum of four elective credits are required for graduation with the entry-level Pharm.D. degree. Electives are subject to the following rules:

1. NDSU courses 300 level or higher fulfill the requirement as an elective.
2. Elective courses must be taken while enrolled in the entry-level Pharm.D. program (e.g. beginning Fall Semester P1 year).
3. Elective courses must be taken for a letter grade, and a grade of C or better is required.

Students may petition the Curriculum Committee to accept courses not covered in the above university policy by the following process:

1. Student shall direct a letter to the Curriculum Committee Chair justifying the request.
2. Committee member shall obtain a syllabus for review and contact the instructor to address other criteria as needed.
3. Upon receipt of all required information, the Committee shall review the information, determine the status of the request, and inform the student of the outcome of the petition.
4. The course will be added to the approved or non-approved special request elective list, as appropriate.
5. No petitions will be considered for coursework taken prior to enrollment in the Pharm.D. program.

### Courses offered in the College of Health Professions:

Phrm 462, Stress Management, 1 cr (pre-req: Doctor of pharmacy or Nursing students)

Phrm 485/685, Economic Outcomes Assessment, 2 cr (co-req: Phrm 480)

Psci 499, Special Topics in Pharmaceutical Sciences, 1 cr

PSci 545, Clinical Toxicology, 2 cr (pre-req: departmental approval)

Phrm 494 or PSci 494, Individual Study, 1-5 cr.

*Individual work on research or project under the supervision of a faculty member. Students pursuing this option will need to follow these steps 4-6 weeks prior to the start of the semester of study: (1) Identify a faculty member who will agree to serve as your "course instructor" for the "Individual Study" elective; (2) Meet with the faculty member to decide on course content, credit hours, schedule, assignments, and grading scale (must be taken for a grade); (3) The faculty member constructs a syllabus with agreed upon information from #2 above and submits it to the Senior Associate Dean two (2) weeks prior to the semester it will be offered.*

### Courses offered outside the College:

#### **NDSU:**

VETS 357, Veterinary Pharmacology, 3 cr, Fall Semester. This course will familiarize Pharmacy majors with clinical pharmacology in veterinary medicine. It is focused primarily on the classification, effects, indications, risks, and client education information for drugs commonly used in domestic animals.

VETS 491, Seminar: Veterinary Pharmacology/Pharmacy Practice, 2 cr, Fall Semester, taught by Dr. Sarah Wagner, DVM. Pharmacy students will join Veterinary Technician students who already take this course which will add an interprofessional perspective to veterinary medicine.

**APhA Institute on Alcoholism and Drug Dependencies:** PHRD 624. Offered every June (one week), 2 cr. The Institute (formerly the Utah School on Alcoholism & Drug Dependencies), provides awareness of the health and social problems of alcoholism and other drug dependencies. If you have an interest in learning more about the APhA Institute on Alcoholism and Drug Dependencies, please check out their website at [www.pharmacist.com/apha-institute-alcoholism-and-drug-dependencies](http://www.pharmacist.com/apha-institute-alcoholism-and-drug-dependencies).

**Creighton University School of Pharmacy:** PHA 451-On-line-Advanced Critical Care Elec., 2 cr. For information regarding registration, contact Jeanne Riha, Registration Services, 800-325-2830 (option 3), JeanneRiha@creighton.edu. For more information regarding the course, contact Dr. Daniel Hilleman (402-280-3325 or hilleman@creighton.edu) or Dr. Mark Malesker (402-280-1867 or malesker@creighton.edu).

**Mercer University:** PHA 505 – On-Line – Community Pharmacy Ownership, 2 cr. For more information, contact Dr. Richard A. Jackson at [Jackson\\_r@mercer.edu](mailto:Jackson_r@mercer.edu),  
<http://pharmacy.mercer.edu/programs/doctor-of-pharmacy/pha505info.cfm>

**University of Florida College of Pharmacy:**

PHA 6935 - On-line: Veterinary Pharmacy Course for Pharmacy Students, 2 cr.

<http://pharmacyelectives.pharmacy.ufl.edu/courses/pha-6935-veterinary-pharmacy>

PHA 6357 – On-line: Herbal and Dietary Supplements course for Pharmacy Students, 3 cr.

<http://pharmacyelectives.pharmacy.ufl.edu/courses/herbal-and-dietary-supplements>

## POST GRADUATE RESIDENCY FAQs

### What is a Pharmacy Residency?

A pharmacy residency is an organized, mentored, post-graduate training program. Typically, a residency is completed directly after graduating from a Doctor of Pharmacy program.

### What will I learn in a residency program?

You will learn the knowledge and gain the experience required of pharmacists in various areas of practice. You will have the opportunity to learn from pharmacists who are experts in their area of pharmacy, work with patients on an interdisciplinary team, sharpen critical thinking skills, and learn the subtleties of leadership.

### Why should I do a residency?

This is an opportunity to bridge the gap between being a pharmacy student one day, and the next day being a licensed pharmacist. You will have the opportunity to fortify your strengths, strengthen your weaknesses, and develop confidence in your abilities as an individual pharmacist. Other benefits include a competitive advantage in the job market, networking opportunities, career planning, and attendance/participation at local and national meetings.

### What is the duration of residency program?

Each residency is typically one year. They start July 1 and conclude June 30 each year. Some residencies are offered in combination with a postgraduate degree (M.S., MBA), and may take additional years to complete.

### Are all residency programs the same?

No. The type of residency you select will depend on your career objectives. Select a program that will prepare you for the type of job setting you eventually want to have. Residency training can take place in a variety of settings – some of which include hospitals, community pharmacies, home care and long-term care facilities, ambulatory care settings, and managed care facilities. First Year residencies (PGY-1) build general practice skills while second year residencies (PGY-2) prepare you for independent practice in more specialized areas such as:

- Pediatrics
- Psychiatry
- Ambulatory Care
- Infectious Diseases
- Oncology
- Pharmacy Management
- Managed Care
- Critical Care

Students must complete a PGY-1 residency before they are eligible to apply for PGY-2 residencies.

**Are residencies only for hospital-based programs?**

No. There are many community and ambulatory based programs. In fact, these programs are among the fastest growing type.

**Do I get paid during this program?**

Yes. Most residencies pay roughly \$45,000-\$50,000 for the year. Some programs allow the student an opportunity to work extra pharmacist shifts to earn extra pay. Most programs offer fringe benefits (e.g. health care insurance, etc.). Also, you may be eligible for deferring payment on your student loans during the program.

**What else do I do during a residency?**

A PGY-1 (“Pharmacy Practice” or “General”) residency covers a broad spectrum of practice areas and patient types. Required experiences include acute care, ambulatory care, drug information, and practice management. In addition to these “core” elements, each program has various specialty areas to complete the training experience. Also, a research project (in collaboration with one of your preceptors) is completed during the residency year. Some programs include teaching/precepting opportunities in cooperation with an affiliated college of pharmacy. Finally, programs have various service (“staffing”) requirements. Typically, staffing requires functioning as a pharmacist during evening and/or weekend hours.

**How do I apply for a residency program?**

Accredited PGY-1 and PGY-2 residencies require participation in the residency-matching program. This is a formal process that attempts to match applicants to their choice of programs and vice versa. Programs that are in the process of receiving accreditation may also participate in the residency-matching program. Check with the individual program to verify their accreditation, and match participation status.

To participate in the Match for a position designated as a PGY-2 residency, an applicant must have already completed a PGY-1 residency, or currently be in training in a PGY-1 residency program that will be completed before the start of the PGY-2 residency.

Current PGY-1 residents who are interested in continuing their training in a PGY-2 residency offered by the same sponsor as the applicant’s PGY-1 residency (e.g., the same or an affiliated organization) may be able to obtain the position through an Early Commitment Process. Applicants who are committed to a position in this manner do not need to register for or participate in the Match.

**After I complete this residency experience, what is next?**

You will have an advantage over many of your peers regarding employment opportunities. More “doors” will be open to you, and you will have more freedom in your career choice. Many employers value residency-trained pharmacists, and some jobs require residency experience as a minimum criterion. Graduates of residency programs go on to the following: pharmacist positions (staff, specialist, manager, etc.) in their area of training, faculty positions, specialty residency programs, or fellowship programs.

**How do I find out more about residency programs and where they are located?**

Here are a few good resources: [www.ashp.org/residents](http://www.ashp.org/residents), your college’s ASHP advisor, local pharmacy practice residency directors, and ASHP’s Midyear Clinical Meeting, which showcases virtually all of the ASHP-accredited programs.

**For additional information, please view the following web sites for the NDSU Department of Pharmacy Practice:**

[https://www.ndsu.edu/pharmpr/residency\\_programs/](https://www.ndsu.edu/pharmpr/residency_programs/)

<https://workspaces.ndsu.edu/fileadmin/pharmpr/checklist.pdf>

## PHARM.D. / MBA OPTION

The Master of Business Administration (MBA) Program at North Dakota State University is a non-thesis, concise, professional program for qualified students with undergraduate or graduate degrees in various fields. The program imparts an effective set of analytical skills in key areas of business - including management, marketing, accounting, finance, and information systems - designed to broaden career options and facilitate promotability. The NDSU MBA takes a generalist approach to business education while providing a wide variety of elective courses enabling students to pursue a particular area of interest.

NDSU's MBA Program is accredited by AACSB International - The Association to Advance Collegiate Schools of Business - the highest business program accreditation worldwide. MBA classes take place in the evening at Barry Hall, the new College of Business facility in downtown Fargo. Virtual access to class for distance students is available through the NDSU interactive video network. NDSU's MBA students include working professionals from a wide variety of occupations and areas of the world, providing meaningful classroom interaction and valuable interpersonal networking opportunities.

Additional foundation coursework is required. Because the MBA degree serves students from various disciplines, a set of foundation course requirements is needed to ensure adequate background preparation. Incoming students need approved undergraduate principles courses in each of the following foundation areas: Accounting, Economics, Management, Marketing, Statistics and Finance. Specifically these classes at NDSU are: ACCT 200 or 102, ECON 105, FIN 320, MGMT 320, MRKT 320, STAT 330. Based on previous coursework, some or all of these courses may be waived. Foundation requirements may also be met by completing self-paced course modules. If you are interested in pursuing this option, please contact Barb Geeslin at 701-231-8805 or [barb.geeslin@ndsu.edu](mailto:barb.geeslin@ndsu.edu).

Students must be admitted to, and in good standing with, the Pharm.D. program and admitted to the MBA program in order to pursue the MBA. To begin this process, eligible students must take the Graduate Management Admission Test (GMAT) and apply to the MBA program. MBA application requirements and other details can be viewed at [www.ndsu.edu/business/graduate\\_programs/mba](http://www.ndsu.edu/business/graduate_programs/mba) and discussed with MBA Admission Coordinator Barb Geeslin, or Karen Froelich, Professor of Management and MBA Program Director, 701-231-8808 or [karen.froelich@ndsu.edu](mailto:karen.froelich@ndsu.edu). Interested students may also see Dr. Naughton, Senior Associate Dean, College of Health Professions, for more information.

The MBA coursework can be completed in one calendar year following completion of the Pharm.D. degree. Alternatively, a student may take MBA courses anytime after gaining admission to the Graduate School and MBA program. Once enrolled in the MBA Program, students should expect to pay graduate course fees and graduate school tuition rates for each MBA course being taken. Graduate courses do not count towards the undergraduate tuition cap.

## PHARM.D./MBA CURRICULUM

The MBA program is a non-thesis professional degree, comprised of eight (3-credit) required courses and two (3-credit) graduate-level elective courses, for a total of 30 credits.

FALL	Credits	SPRING	Credits
* ACCT 720 - Strategic Cost Management	3	* BUSN 780 – Business Conditions Analysis	3
* MGMT 750 – Advanced Organizational Behavior	3	* BUSN 789 – Business Policy and Strategy	3
* MGMT 751 – Advanced Operations Management	3	* FIN 740 – Advanced Financial Management	3
* MIS 770 – Information Resources Management	3	* MRKT 760 – Strategic Marketing Management	3
Elective **	3	Elective **	3
* Indicates required courses ** Refer to the College of Business for list of approved electives.			

## REQUIRED COURSES

### **ACCT 720 Strategic Cost Management, 3 credits**

Study of management's use of cost management methods to plan and evaluate business activities.

Prereq: ACCT 200, or approved equivalent.

### **BUSN 780 Business Conditions Analysis, 3 credits**

Preparation of students to analyze domestic and global economic factors that impact the United States and world economy. Prereq: ECON 105 or 201 or 202 or approved equivalent.

### **BUSN 789 Business Policy and Strategy, 3 credits**

Process and tools of strategy formulation and implementation in a variety of organizational environments. Prereq: ACCT 720, FIN 740, MGMT 750, MGMT 751 and MRKT 760 and/or consent of MBA Director.

### **FIN 740 Advanced Financial Management, 3 credits**

In-depth coverage of concepts and decision-making tools in financial analysis, cost of capital, capital structure, capital budgeting, and dividend policy. Emphasis on risk analysis, international perspectives, and current topics in corporate finance. Prereq: FIN 320, or approved equivalent.

### **MGMT 750 Advanced Organizational Behavior, 3 credits**

Study of theory and current management research dealing with individual and small-group behavior in organizations. Topics include motivation, reward, job satisfaction, stress, communication, and conflict resolution. Prereq: MGMT 320 or 301, or approved equivalent.

### **MGMT 751 Advanced Operations Management, 3 credits**

Advanced study of concepts and technologies used by service and manufacturing firms with emphasis on process analysis and improvements. Includes demonstration and application of techniques such as simulation, linear/integer programming, and project scheduling. Prereq: STAT 330, or approved equivalent.

### **MRKT 760 Strategic Marketing Management, 3 credits**

Focus on the major decision areas that marketing executives face in their efforts to match the objectives and resources of the organization with the needs and opportunities in the marketplace. Prereq: MRKT 320, or approved equivalent.

### **MIS 770 Information Resources Management, 3 credits**

Examination of the role of information resources in supporting a wide range of organizational functions by providing a managerial perspective on the use, design, and evaluation of information systems. Focus is managerial rather than technical. Prereq: Departmental approval.

## MASTER OF PUBLIC HEALTH PROGRAM

NDSU's MPH program mission is to promote health and well-being in diverse populations with an emphasis on American Indian and other underserved populations by providing educational, practical, and research opportunities for public health professionals.

Public health is defined as the practice of helping members of society live healthier, longer lives. More specifically, public health focuses on improving the general health of communities through efforts to monitor the spread of diseases, initiatives (both clinical and policy-oriented) to prevent disease and disability, and by promoting healthy lifestyles through education and community engagement. Public health is both an art and a science. It is practiced by inter-professional teams whose members' training spans a wide array of academic and vocational fields.

The program's focus is to train providers who currently (or plan to) practice public health in the Northern Great Plains. However, the program may also be beneficial for providers who work in rural, medically underserved areas in other parts of the U.S., Canada and the world. Public health is an interdisciplinary field; it is common for many people to gain competencies and/or training in a related field (medicine, nursing, pharmacy, business, engineering, etc.) and subsequently move into public health as a matter of vocation or occupation. The MPH degree is uniquely designed to accommodate the needs to these individuals. It blends theory and practical knowledge across a wide array of disciplines, and is the "degree of choice" among practitioners in the field.

There are four specializations to choose from within the MPH degree at NDSU. The specialization of Public Health in Clinical Systems is most suitable for most pharmacists, as it prepares health professionals to integrate public health initiatives and policies within traditional medical models. It is designed to provide pharmacists and other health professionals with a better understanding of their diverse roles in public health. Pharm.D. students are free to pursue other tracks, however, instead of this one. Please check with MPH faculty for more information.

For more information on the NDSU MPH program you can visit [www.ndsu.edu/publichealth](http://www.ndsu.edu/publichealth) or contact the Academic Coordinator/Lecturer, Stefanie Meyer, at [Stefanie.meyer@ndsu.edu](mailto:Stefanie.meyer@ndsu.edu).

Pharmacy students interested in pursuing the joint program (Pharm.D./MPH) are encouraged to speak with pharmacy faculty who are participating in the program. Those faculty include: Dr. Donald Miller, Dr. David Scott and Dr. Mark Strand. Please see details of this option on the following pages.

## PHARM.D./MPH DUAL DEGREE OPTION

The Master of Public Health (MPH) offers diverse tracks in public health that build upon the strengths of campus to meet the practical needs of the public and health care practitioners who serve it. Specific specializations at NDSU include public health in clinical systems, health promotion, management of infectious diseases, and American Indian public health.

The MPH degree consists of 42 credits and can be completed in two years as a full time graduate student. Pharm.D. students are able to complete a Pharm.D./MPH dual degree with a public health in clinical systems or management of infectious diseases specialization in as little as one extra year of study. Pharm.D. students who are in good academic standing are eligible to apply for the Pharm.D./MPH program through the graduate school during their P2 year.

### **Why Public Health?**

Practitioners in our region have limited opportunities for advanced, practical public health training that focuses on the unique challenges facing this largely rural area that encompasses North Dakota and other Northern Plains states. There are many underserved populations living in the region that would benefit from expanded public health interventions. For example, the American Indian communities have typically been underserved and significant health disparities between this population and others have resulted. Overall, there is much to be gained from greater collaboration within the Northern Great Plains, and the education of public health professionals is a natural starting point to facilitate that collaboration.

### **Is the MPH accredited?**

Because the program is relatively new, it is not currently accredited, but obtaining accreditation is our top priority. We are an applicant for accreditation from the Council on Education for Public Health (CEPH) and plan to host the accreditation site visit in May 2016 and we anticipate becoming accredited in the Fall of 2016. The CEPH accreditation status will be retroactive back to the date of our application; therefore, graduates from December 2014 and after will have completed an accredited public health curriculum.

### **What are the admission requirements for the Pharm.D./MPH dual degree?**

You must be enrolled in the Pharm.D. program and in good academic standing. In addition to graduate school requirements (with the exception of the GRE which is waived for Pharm.D. students), the MPH Admissions Committee will invite selected applicants for an interview. Final decisions will be made after all interviews are completed.

### **How do I apply to the Pharm.D./MPH dual degree?**

You apply online during the spring semester of your P2 year through the Graduate School at <http://ndusndsugrad.askadmissions.net/emtinterestpage.aspx?ip=application> and choose "Public Health." If you are a P1 student and wish to get started early, apply online at the above website but choose "Non-Degree" in the drop down box during the spring semester of your P1 year. This will allow you to take PHRM 632 for Graduate credit. Up to nine graduate credits can be taken as a non-degree student.

### **When can I start the MPH program?**

Applications are reviewed each year beginning in January through March for a fall semester start. You may also take up to nine graduate credits as a non-degree seeking student with permission of the instructor.

### **How much does it cost for MPH courses?**

Tuition and fees for MPH coursework is \$658.43 per credit for ND and \$836.21 per credit for Minnesota residents [www.ndsu.edu/bisonconnection/accounts/tuition/](http://www.ndsu.edu/bisonconnection/accounts/tuition/).

**Are there scholarships available?**

Yes. Express Scripts Scholars Program offers scholarships for Pharm.D. dual degree students. The program provides four (4) \$10,000 scholarships nationally each year to enrolled dual degree students. The awarded students are given \$2,500 per semester for four consecutive semesters, totaling \$10,000 over two years. For application instructions, please contact: [ExpressScriptsScholars@aacp.org](mailto:ExpressScriptsScholars@aacp.org).

The College of Health Professions has a limited number of scholarships and awards available for assistance to students. Applications for scholarships and awards are available February 1 of each calendar year on the college web page, [www.ndsu.edu/healthprofessions](http://www.ndsu.edu/healthprofessions). Deadline for uploading the on-line scholarship application is the Friday before Spring Semester Break.

**NOTE:** Specific information related to criteria for selection of scholarship recipients is available in the Office of Development in Sudro Hall 120.

**When are MPH courses offered?**

MPH core courses are generally offered in the evening to accommodate students who work. These courses are only offered in the Fall and Spring semesters. There are no summer core courses, although the MPH practicum may be completed during summer. See the sample curriculum page for information on course offerings and schedules. Current students are encouraged to talk with their faculty advisors for the most up-to-date information on course offerings.

**Does the MPH program accommodate distance learners?**

MPH students can take their courses on campus at NDSU or off-campus through live video broadcasts of classes (IVN).

**Since I will not enroll in Phrm 555 IPPE III or Phrm 552L in the P3/Public Health year, do I still need to complete the required online trainings (e.g. HIPAA, HIPAA Security, NDSU Bloodborne Pathogen, Medicare Fraud, Waste & Abuse, Preventing Methamphetamine Abuse, etc.)?**

Yes. You will still need to complete the required trainings in the fall of your P3/Public Health year. In addition, you will need to be registered as a Pharmacy Intern in the state of North Dakota.

**Can I take courses in more than one area of specialization?**

Yes, there is a list of electives in each specialization that are available to all MPH students. You are welcome to take additional credits if you are interested.

**Can I change to a different specialization track after starting the MPH program?**

For change to a specialization at NDSU, there is an established application process. You must be in good academic standing within the MPH program and the admissions committee for the specialization you wish to enter must agree that your background is sufficient for the transition.

**Where can I do my Practicum? Can the Practicum be done in another country?**

NDMPH has secured Practicum affiliation agreements with local, national, and global sites in public health. Students can also request a Practicum site without an existing affiliation agreement, but this must be done a minimum of 6 months in advance of the Practicum start date to ensure that a working agreement can be established. Practicums can be done in other countries as long as an acceptable agreement can be established beforehand. The Practicum must be advisor-monitored, and therefore, the advisor must approve the location, as well.

**What are the hardware and software requirements for off-campus students?**

If you are calling-in from an off-campus location, other than an IVN classroom on a North Dakota University System campus, your computer will need to meet the following hardware specifications and have the following software installed.

**Minimum Hardware requirements:**

- Working webcam & headset
- 4 GB RAM
- 1 GB available storage space
- Broadband connection of  $\geq$  1 Mbps download and 512 Kbps upload
  - Connection speed can be tested at <http://speedtest.dakotacarrier.com>

**Minimum Software requirements:**

- Windows 7 Basic (and higher) OR Macintosh OSX 10.7.4 (and higher)
- Microsoft Office
  - Available for NDSU students for free at:  
[https://www.ndsu.edu/its/software/personal\\_software](https://www.ndsu.edu/its/software/personal_software)  
[https://www.ndsu.edu/its/software/software\\_licensing\\_program/microsoft\\_office\\_proplus](https://www.ndsu.edu/its/software/software_licensing_program/microsoft_office_proplus)
  - Adobe Flash Player (newest version)
  - Available at <http://get.adobe.com/flashplayer>
- Mozilla Firefox (newest version)
  - Available at <https://www.mozilla.org/en-US/firefox/new>
  - Additional course-specific software

A successful connection test is required at least two (2) business days before the first class meeting date and each new network/location also needs to be tested before it can be used to connect to a class meeting (e.g. if you are traveling and are using a different computer or internet connection).

## MPH PROGRAM REQUIREMENTS

<b>CEPH Core Courses</b>	<b>Course Name</b>	<b>Credits</b>
Epidemiology	MPH 751: Epidemiology	3
Biostatistics	MPH 731: Biostatistics	3
Environmental Health	MPH 720: Environmental Health	3
Social and Behavioral Sciences	MPH 741: Social and Behavioral Sciences	3
Health Service Administration	MPH 704: Leading and Managing Public Health Systems	3
	MPH 710: Health Care Delivery in the US	3
		<b>18 credits</b>

<b>Additional Required Program Components</b>	<b>Course Name</b>	<b>Credits</b>
Master's Paper	MPH 793, MPH Paper	3
Practicum/Internship	MPH 794, MPH Practicum	3
		<b>6 credits</b>

**The Public Health in Clinical Systems** specialization is designed for health professionals and others looking to strengthen their knowledge and skill in applying public health principles to enhancing the health of communities through their discipline. This track is excellent for pharmacists, nurses and other health professionals. It prepares practitioners for diverse roles in promoting public health in conjunction with interdisciplinary health teams. Students will learn how to engage their community with sensitivity to the social context, and to plan, implement, and assess the outcomes of public health interventions in practice settings.

<b>Public Health in Clinical Systems Required Courses</b>	<b>Course Name</b>	<b>Credits</b>
General	MPH: 755: Integrating Primary Care and Public Health	3
Policy	MPH 725: Promoting Health Through Policy, Systems, and Environment	3
Research and Assessment	NURS 715: Advanced Community Assessment	3
Chronic Illness	MPH 700: Preventing and Managing Chronic Illness	3
Health Disparities	MPH 765: Cultural Competence in Health Professions	3
		<b>15 credits</b>

For a list of Electives, please see <https://www.ndsu.edu/publichealth/curriculum/progelectives/>.

## PHARM.D./MPH – PUBLIC HEALTH IN CLINICAL SYSTEMS DUAL DEGREE CURRICULUM

<b>P1 (37 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
PSci 367, Pharmaceutical Calculations	1	PSci 369, Pharmaceutics II	2
PSci 368, Pharmaceutics I	3	PSci 410 Pharmaceutical Biotechnology	2
PSci 411, Principles of Dynamics	3	PSci 412 Chemotherapeutic Agents (Oncology/ID)	3
Micr 470 Basic Immunology	3	PSci 470 Pharmacokinetics	3
Phrm 340, Pathophysiology I	4	Phrm 341 Pathophysiology II	4
Phrm 350, Introduction to Pharmacy Prax	2	Phrm 352, Introduction to Healthcare Systems	2
Phrm 351L, Pharm Care I Lab	2		
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>16</b>
<b>SUMMER: Phrm 355, Introductory Pharmacy Practice Experience (IPPE) I , 120 hours = 3 cr. *</b>			

<b>P2 (38 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
PSci 413, Endocrine/Resp/GI Dynamics	3	PSci 415, Neuro-Psych Dynamics	3
PSci 414, Cardiovascular Dynamics	3	Phrm 450, Self Care	3
PSci 417, Pharmacogenomics	2	Phrm 452L, Pharm Care II Lab	2
Phrm 480, Drug Literature	3	Phrm 499 (changing to CHP 400), Interprofessional Health Care Prax	3
Phrm 532/632, Infectious Disease <sup>Φ</sup> ( <i>Public Health in Clinical Systems Elec.</i> )	3	Phrm 534, Endocrine/Rheum/GI	3
Phrm 535, Neoplastic Disease	3	Phrm 538, Cardiovascular / Pulmonary	4
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>18</b>
<b>SUMMER: Phrm 455, IPPE II, 120 hours = 3 cr. *</b>			

<b>P3 / PUBLIC HEALTH – First Year (33 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Phrm 475, Pharmacy Management	3	Phrm 520/620, Special Populations <sup>Φ</sup> ( <i>Public Health in Clinical Systems Track Elective</i> )	3
Phrm 536, Neuro-Psych	3	Phrm 570, Prax Improvement & Proj. Mgmt	3
NURS 715: Advanced Community Assessment ( <i>Required for Public Health in Clinical Systems Track</i> )	3	MPH 710, Health Care Delivery in the U.S.	3
MPH 741, Social & Behavioral Sciences in Public Health	3	MPH 720, Environmental Health	3
MPH 731, Biostatistics	3	MPH 751, Epidemiology	3
MPH 755, Integrating Primary Care and Public Health ( <i>Required for Public Health in Clinical Systems Track</i> )	3		
<b>TOTAL</b>	<b>18</b>	<b>TOTAL</b>	<b>15</b>

<b>P3 / PUBLIC HEALTH – Second Year (30 credits)</b>			
<b>FALL</b>	<b>Cr</b>	<b>SPRING</b>	<b>Cr</b>
Phrm 537, Renal, Fluid & Electrolytes	3	Phrm 552L, Pharm Care IV Lab – IPPE IV	2
Phrm 551L, Pharm Care III Lab	2	Phrm 560, Specialty Care Topics	2
Phrm 555, IPPE III (Public Health)	1	Phrm 572, Pharmacy Law	2
MPH 704, Leading & Managing Public Health Systems	3	Phrm 580, Pharmacotherapy Capstone	3
MPH 765, Cultural Competence in Health Professions ( <i>Required for Public Health in Clinical Systems Track</i> )	3	MPH 700, Preventing and Managing Chronic Illness ( <i>Required for Public Health in Clinical Systems Track</i> )	3
HNES 725, Promoting Health through Policy, System, and Environment ( <i>Required for Public Health in Clinical Systems Track</i> )	3	MPH 793, Public Health Paper	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

Φ Up to 6 credits will count towards the PharmD degree AND MPH degree if taken at the 600 level

<b>P4 (40 credits) *</b>
<p><b>SUMMER SEMESTER:</b>  MPH 794 Public Health Practicum, 3 cr. (6 weeks – 240 hours) <i>Counts towards 3 credits APPE if taken P4 year), and</i>  Phrm 595 Independent Study, APPE, 7 cr.  <b>NOTE:</b> If you don't take MPH 794 and Phrm 595, then you <u>MUST</u> take the following:  Phrm 581, Advanced Pharmacy Practice Experience I, 10 cr.</p> <p><b>FALL SEMESTER:</b>  Phrm 582, Advanced Pharmacy Practice Experience II, 15 cr.</p> <p><b>SPRING SEMESTER:</b>  Phrm 583, Advanced Pharmacy Practice Experience III, 15 cr.</p>

\* Students will be assigned away from Fargo/Moorhead for all or part of IPPE/APPE experiences

## PHARM.D./PH.D. DUAL DEGREE OPTION

### Purpose

The entry level curriculum leading to the Pharm.D. degree requires a minimum of six years of study. Up to 76 semester hours are required in the pre-professional curriculum. Admission to the professional program is competitive, based upon successful pre-pharmacy academic performance and available positions in each class. After successful completion of 76 semester hours, interviews, and the Pharmacy College Admission Test (PCAT), students are admitted to a four-year professional program.

The Department of Pharmaceutical Sciences, one of six academic departments of the College of Health Professions, subscribes to the missions of the College and of North Dakota State University in the provision of Teaching, Research, and Service. The Department provides instruction in disciplines applicable to science. The faculty design and conduct research in the natural and biological sciences, as well as mentor graduate and Professional students in advanced concepts of pharmaceutical science and in the process of scientific inquiry.

NDSU offers both the MS and Ph.D. degrees in Pharmaceutical Sciences. The graduate program emphasizes both research and teaching excellence. The doctor of philosophy degree is awarded in recognition of high scholarly achievement as evidenced by a period of successful study, the satisfactory completion of examinations and the development of an acceptable dissertation project covering some significant aspect of a major field of learning and research. After successful completion of a Ph.D. degree program, students have had a high level of success gaining highly desirable employment in academia, industry and governmental agencies.

The dual program (Pharm.D./Ph.D.) is designed to provide an opportunity for outstanding professional students in the Pharmacy Program at North Dakota State University obtain research experience and a Doctor of Philosophy degree in the Department of Pharmaceutical Sciences.

It is proposed that this can be accomplished with an additional three years of study and research placed between the second and the third years of the four-year professional program.

It is believed that the combination of the Pharm.D. and Ph.D. degrees will greatly enhance the student's research background, critical thinking skills, and marketability for leadership positions within the profession of Pharmacy in academic, government, and industrial environments.

### Summer Research Experience

During the summer between the P1 and P2 years, up to six students per year will be allowed into an introductory research experience phase of the Pharm.D./Ph.D. program and will spend twelve weeks rotating throughout these three research laboratories. A summer stipend will be provided for each participating student in return for a 20 hour/week commitment (These funds are to be obtained from the College's differential tuition funds).

### Admission

Students in the Doctor of Pharmacy program will make an application to the Department of Pharmaceutical Sciences by December 20<sup>h</sup> at the end of the fall term of their second year (P2) in the program for acceptance into the Pharm.D./Ph.D. program. They should have a cumulative GPA of 3.0 or above. At the same time, an application to the graduate school should also be made. The GRE should also be taken by the end of this semester. Pharm.D./Ph.D. applications will be considered by the Department as for all graduate students.

### Course requirements during the professional program

The Pharm.D. curriculum is unchanged. In the fall semester of the P1 year, a faculty member(s) will make the students aware of the Pharm.D./Ph.D. option, and briefly outline the program.

## The Ph.D. Graduate Dissertation Years (i.e. G1, G2, G3)

Students will receive a monthly stipend, and tuition waiver during Ph.D. graduate year 1 (G1), year 2 (G2) and year 3 (G3). For this time period the students are full-time graduate students in the Department, subject to the same expectations (e.g. seminar participation, 6 credits of PSCI 790, year-round study, etc.). During the three graduate years, the students will be required to complete STAT 725 (3 cr), BIOC 701 (4 cr) and BIOC 702 (4 cr). In addition, if interested, students may take other 700-level courses available in the department and university. Thus by the end of G3, the students will have a minimum of (12 cr) 600-level and (up to 21 cr) 700-level didactic credits. At the end of three graduate years, students would be able to write dissertation and pass the final thesis examination.

In addition to didactic credits, students will take 1 credit Seminar (PSCI 790) in the fall and the Spring semesters of each of the three graduate years. Students will also be required to take 60 thesis research credits (PSCI 799) during three graduate years.

## The Clinical Years (P3 & P4)

For the final two years of the professional program, dual degree students will receive a waiver of NDSU base tuition and pharmacy differential tuition. No changes in the didactic coursework of the P3 year are proposed.

## Program requirements for the participants

Once accepted into the dual degree program (i.e. the G1 year and beyond), the student is considered to be a full-time graduate student in the Department of Pharmaceutical Sciences. They must maintain a GPA of 3.0 or above.

**Ph.D. Summary:** 12 credits of 600 and at least 18 out of 21 suggested credits of 700=30 didactic credits, with 6 credits seminar and 60 credits dissertation gives a total of 96 graduate credits. Up to 12 credits of 600 level courses can be used for the Pharm.D.

P3 and P4 years will remain as it is in the traditional Pharm.D. program.

## Suggested Course Schedule for Pharm.D. /Ph.D. Students

**P-1 Year:** It would remain the same. In summer, students are required to do a research rotation in three laboratories. Please contact the Department of Pharmaceutical Sciences (231-7661) for details.

**P-2 Year:** It would remain the same.

**G-1 Year:** BIOC 701 (4 cr), BIOC 702 (4 cr), STAT 725 (3 cr), PSCI 790 (2 cr), PSCI 799 (15 cr), PSCI 611 (3 cr), PSCI 670 (3 cr)

**G-2 Year:** PSCI 790 (2 cr), PSCI 799 (25 cr), and at least any two of the following 3 credit courses: PSCI 612/613/614/615

**G-3 Year:** PSCI 790 (2 cr), PSCI 799 (20 cr)

**P-3 Year:** Unchanged

**P-4 Year:** Unchanged

Students interested in pursuing this option need to see Dr. Singh, the Chairman of Pharmaceutical Sciences, to begin the process. His office is located in Sudro Hall 136.

## **PHARMACY STUDENT ACTIVITIES & ORGANIZATIONS**

### **The American Pharmaceutical Association-Academy of Students of Pharmacy (APhA-ASP)**

The mission of the American Pharmacist Association Academy of Student Pharmacist (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

APhA-ASP membership has opportunities which will help NDSU student pharmacists navigate their way through their education and career through the development of leadership skills, eligibility for awards and scholarships, participation in patient care projects, community outreach, networking opportunities, and advocating for their profession.

### **Christian Pharmacists Fellowship International (CPFI)**

Christian Pharmacists Fellowship International (CPFI) is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Its mission is to: provide fellowship among like-minded professionals; challenge and promote spiritual growth; encourage the advancement of knowledge and ethics in the practice of pharmacy; encourage the integration of faith into practice; and provide support and opportunity for service in both home and foreign missions.

The NDSU student chapter of CPFI was established in Fall of 2003. Its purpose is to unite, support, and strengthen the faith of Christian pharmacy students, faculty, and staff within the College of Health Professions. The group holds weekly devotional and prayer meetings and also meets every other Thursday in the student lounge for Bible studies and social activities. The group plans in the future to host speakers on various topics. CPFI students have had opportunities to complete a medical missions trip in a foreign country as part of their experiential program.

### **College of Health Professions Ambassadors**

The College of Health Professions Ambassadors is a selective student organization of 35+ members that represents each of the departments within the College, with members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students.

The members of this student organization serve an essential role in the College of Health Professions. This premiere group of students works to promote the College through involvement in a variety of events, including: Sudro Hall building tours for prospective students interested in the majors within the College, homecoming tours for alumni, the White Coat ceremony, the Nurse Pinning ceremony, Discover NDSU, and a host of other events for prospective students, current students, and alumni.

The Health Professions Ambassadors are co-advised by Dana Davis, Director of Outreach and Community Engagement, and the Director of Development for the College of Health Professions. Students who are interested in this organization should contact Dana.

### **Dean's Liaison Committee (DLC)**

The Dean's Student Liaison Committee shall consist of the Associate Dean for Student Affairs & Faculty Development, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students (or pre-professional students designated by the professional students); up to two master of public health students; as well as one representative from each of the following student organizations: Academy of Students in Pharmacy, American Association of Pharmaceutical Scientists, American Society of Health System Pharmacists, Christian Pharmacists Fellowship International, College of Health Professions Ambassadors, Kappa Psi, National

Community Pharmacists Association, Native American Professional Program, NDSU Public Health Association, NDSU Student College of Clinical Pharmacy, Phi Lambda Sigma, Rho Chi, Sigma Theta Tau, the Students of Allied Sciences Club, and the Student Nurses Association. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Dean's Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

## **Kappa Psi**

Kappa Psi is a professional, co-ed fraternity whose main purpose is to unite its members and to help them become better professionals. We try to achieve this by being actively involved in community affairs, university affairs, and the College of Health Professions.

Throughout our history, the Beta Sigma Chapter of Kappa Psi has maintained a stout brotherhood founded on industry, sobriety, fellowship, and high ideals. Our chapter has been involved in many community service events including volunteering for Bethany Homes, the New Life Center, the

American Diabetes Association, the Ronald McDonald house, the Arthritis Foundation, Dorothy Day Food Pantry. We also provide a monthly meal along with a blood pressure screening at low income housing in West Fargo. We consistently earn the highest cumulative all-Greek GPA. We sponsor an annual Homecoming pig roast, a faculty appreciation dinner, a Spring Formal, and other social activities. We are also active on the local, regional, and national levels of Kappa Psi.

Kappa Psi was founded in May 1879 at the Russell Military Academy in New Haven, Connecticut. Initially, it was a medical pharmaceutical fraternity and continued as such until 1924. At that time, by mutual agreement, the members of both professions decided to separate into two distinct groups. The medical group became Theta Kappa Psi and the Pharmacy group became Kappa Psi. Our chapter was founded April 25, 1924 and was one of the 27 founding chapters of Kappa Psi Pharmaceutical Fraternity. Our chapter became co-ed in 1998. We continue to thrive on the North Dakota State campus as a source of brotherhood for pharmacy students.

If you have any questions about Kappa Psi Pharmaceutical Fraternity, please feel free to contact: Kappa Psi Pharmaceutical Fraternity, 1345 North University Drive, Fargo ND 58102.

## **Native American Professional Program (NAPP)**

To address the critical shortage of Native American pharmacists in the United States, the College initiated NAPP (then known as the Native American Pharmacy Program) in September 1987. The program was designed to recruit and facilitate the entry of Native American students into the College and provide them with counseling and retention services to increase their chances for academic success.

In 2009, NAPP members transformed the program into a student organization and made it inclusive of all the majors within the College, thus changing the name from Native American Pharmacy Program to Native American Professional Programs.

NAPP meets monthly to discuss a variety of topics related to the knowledge and skills needed to pursue degrees offered by the College of Health Professions at NDSU. Counseling and tutorial services for students, financial aid and scholarship information, and internship and future career opportunities also are presented.

## **The NDSU National Community Pharmacists Association Student Chapter (NCPA)**

NCPA is a national organization representing independent community pharmacy practice. In 1987, the national office began a student outreach program that has founded student chapters in 41 colleges of pharmacy across the nation. The mission of the NCPA student outreach program is to foster entrepreneurial spirit in pharmacy students and introduce them to opportunities in independent pharmacy practice and ownership.

Established at NDSU in April 2000, the NCPA Student Chapter provides a forum for students to learn about the many career options available in independent community practice. The objectives of the chapter are to promote the profession of pharmacy and the role of independent pharmacy in the health care system, and to maintain and expand educational programs and strengthen student members' professional, business, and leadership abilities.

Goals of the chapter are to sponsor pharmacists involved in an innovative practice to speak at meetings, start a management/ownership workshop for students interested in owning their own pharmacy, participate in service activities to the community, and to send students to the NCPA Annual Convention in October of each year.

Benefits of membership in the student chapter include a variety of scholarships, low interest student loans, and a student publication called *The New Independent* in addition to the national journal *America's Pharmacist*. Students also receive free registration to NCPA's national convention and opportunities to do a rotation or summer internship at NCPA headquarters in Alexandria, Virginia. Membership is open to all NDSU students enrolled and in good standing with the University.

### **NDSU Student College of Clinical Pharmacy (NDSU-SCCP)**

Established in May 2015, NDSU-SCCP is a student chapter of the American College of Clinical Pharmacy (ACCP). Our mission is to familiarize students with the field of clinical pharmacy by providing information about careers and opportunities within the field of clinical pharmacy, to advocate for the role of clinical pharmacists in providing direct patient care, and to encourage participation in the American College of Clinical Pharmacy at the national level and in local/regional chapters.

### **NDSU Student Public Health Association**

The purpose of the NDSU Public Health Association is to strive to meet the public health needs of the community by increasing awareness and through the multi-disciplinary collaboration of NDSU students, faculty and staff with the goals of promoting health, preventing disease and improving the quality of life. The SPHA provides opportunities for students to learn more about public health issues in the community and to take on leadership roles in public health community engagement.

### **North Dakota Society of Health System Pharmacists Student Chapter at North Dakota State University (NDSHP-NDSU)**

Our mission is to inform students about pharmacy practice opportunities in health-systems, which includes areas such as hospital pharmacy, ambulatory care clinics, home health care, and long-term care.

We invite guest speakers each semester to discuss pharmacy opportunities in the region, including regional residency programs. Each year we hold a clinical skills competition in the fall semester, with the local winning team representing NDSU at the American Society of Health-System Pharmacists (ASHP) Midyear Clinical Meeting. NDSHP-NDSU members are also involved with several community service activities throughout the year.

Our organization is a member of the Student Societies of Health-System Pharmacy (SSHP) in coordination with ASHP and NDSHP. Membership is open to all pre-pharmacy and pharmacy students at NDSU with an interest in health-systems pharmacy.

### **Phi Lambda Sigma (PLS)**

In February 1991, Phi Lambda Sigma was initiated at NDSU. The purpose of Phi Lambda Sigma, the National Pharmacy Leadership Society, is to promote the development of leadership qualities in pharmacy, especially among young pharmacy students. By peer recognition the Society encourages participation in all pharmacy activities. Membership crosses fraternal and organizational lines, thus, the Society does not compete with any other organization.

The Society describes a leader as a "do-er" in pharmacy, one who gets the job done. It avoids the stigma of being called an "officers club" by recognizing the performance, not the office.

Membership in Phi Lambda Sigma consists of four categories: students, faculty, alumni, and honorary. For a student to be eligible for membership, he or she shall be of high moral and ethical character, shall have completed at least 135 quarter hours or 90 semester hours of scholastic work applicable toward the pharmacy degree, and shall have a grade point average of 2.5 on a 4.0 grading system. Prospective members are considered for membership by submitting an application during the spring semester. Applicants are evaluated by the existing membership for admittance into the Society on the basis of their demonstration of dedication, service, leadership in the advancement of Pharmacy, and nomination by existing members. Through recognition of dedication and service by pharmacy students, Phi Lambda Sigma provides an incentive for the development of future leadership potential for the profession of pharmacy.

## Rho Chi

The Rho Chi Society is a national pharmacy honor society. The Society encourages high standards of conduct and character and advocates critical inquiry in all aspects of pharmacy. Only the top 20% of the second year professional class is selected for membership. The Society's activities focus on the advancement of its members through scholarship and service to the community.

## Thompson Hall (Health Professions House)

There is special housing on campus for pre-pharmacy students. The Health Professions house is currently located on floors 8 and 9 of Thompson Hall. It is available for pre-professional students who are working to gain admittance into one of the College's programs. When you fill out the NDSU Room & Board Contract application, select Thompson Hall as your residence hall preference, [www.ndsu.edu/reslife/residence\\_hall\\_applications](http://www.ndsu.edu/reslife/residence_hall_applications).

***North Dakota State University does not discriminate on the basis of age, color, disability, expression/identity, gender, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. Veteran.***

***Direct inquiries to the Office of the Vice President for Equity, Diversity and Global Outreach  
102 Putnam, 701-231-7708.***

Disclaimer: The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the state educational institutions of North Dakota: "Institutions shall publish electronic and/or hard copies of catalogs and bulletins for the purpose of furnishing prospective students and other interested persons with information about the institutions. Announcements contained in such printed or electronic material are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State."

Reservation of Rights: Every effort has been made to provide accurate and current information, however, the right is reserved to change any of the rules and regulations of the university, college and/or department at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar, and to impose or increase fees similarly is reserved. In some cases, requirements for programs and prerequisites for courses offered are effective even if they are not listed in this Handbook. All such changes are effective at such times as the proper authorities determine, and may apply not only to prospective students but also to those who already are enrolled in the university.