



Manchester **University**

**COLLEGE *of* HEALTH PROFESSIONS,
NURSING & PHARMACY**

PHARMACY STUDENT HANDBOOK

2025-2026

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Message from President Young



Welcome to the Manchester University family! This is a place where we recognize the infinite worth of every individual, nurture a passion for learning, and help each other along the way.

You are exactly where you need to be in your academic journey, to gather experiences and skills to accomplish your goals in life and make your own mark on the world.

It is my honor to introduce this handbook, which serves as your guide to the opportunities and resources available to you. Within these pages, you will find detailed information about our academic programs, dedicated faculty, and state-of-the-art facilities.

Manchester is built on a foundation of rigorous scholarship and a supportive environment that fosters personal and professional growth.

Our community wants you to succeed, and we will do our best to help you do so. You will find support and encouragement in abundance. Reach out to professors, counselors, family and friends when challenges arise, because college is a place where you figure out how to use those challenges as opportunities for growth.

At Manchester, we believe in the power of education to transform lives and communities. Our Mission Statement calls upon Manchester to prepare you to improve the human condition. We support you as you grow in leadership, embrace innovation and define your role in our world. Whether you are embarking on your undergraduate journey, transferring from another institution, pursuing advanced studies, or engaging in lifelong learning, you are part of a vibrant and dynamic community that values curiosity, creativity, and collaboration.

I encourage you to lean into Manchester opportunities, both inside and outside the classroom. Engage with your peers, seek out new experiences, volunteer with others, and immerse yourself in campus life. Your time here will be filled with moments of discovery and growth, and we are committed to supporting you every step of the way.

Thank you for choosing Manchester. We are excited to be a part of your academic and personal journey. We stand ready to help you reach your potential and meet your goals.

A handwritten signature in dark ink that reads "Gary H. Young". The signature is fluid and cursive, with a large, stylized 'G' and 'Y'.

Message from Dean Smith



Welcome to the Manchester University Doctor of Pharmacy program.

Before I was Dean, I was a fourth-generation pharmacist. From age twelve until I left for pharmacy school, I spent nearly every Saturday with my grandfather in his community pharmacy. He was the best role model I've ever known – not just for how he practiced, but for how he treated people. He showed me that pharmacy is more than a profession; it's a calling rooted in service, integrity, and human connection.

That legacy shapes everything I do. It's why our curriculum is rigorous, our standards are high, and our support for students is unwavering. It's why we challenge you to think critically, act ethically, and lead with empathy. And it's why this handbook matters – not just as a policy document, but as a reflection of our shared commitment to professionalism, accountability, and student success.

At Manchester, we don't just prepare pharmacists. We cultivate leaders of ability and conviction – individuals who will improve the human condition through clinical excellence, advocacy, and lifelong learning. Whether you're just beginning your journey or preparing for licensure, I hope you'll find this handbook to be a trusted guide and a clear expression of who we are.

I carry my grandfather's example with me every day – and I hope you'll find your own mentors and moments that shape your path just as deeply.

Regards,

W Thomas Smith

Introduction

The pharmacy student handbook applies to all students enrolled in courses within the MU PharmD program and is designed to serve as a reference for the students regarding the policies and procedures of the MU PharmD program. The policies and procedures outlined in this student handbook are in addition to those outlined in Manchester University's (MU's) student handbook (The Source).

The policies and procedures in this handbook are subject to change without notice. Students are held responsible for the most current version of the handbook and should read the handbook carefully and refer to it often.

University and MU PharmD program Policies

MU has policies and guidelines that define the actions of the University community and govern both the rights and the expectations of its members. The Pharmacy Student Handbook provides a listing and rationale for all policies that apply to members of the program's community. The policies listed are not all inclusive. Students who seek admission should be aware of University regulations and be prepared to abide by these policies while enrolled in the MU PharmD program.

The program reserves the right to dismiss or suspend any student at any time when, in the judgment of program authorities, such action is advisable. Upon registration with the MU PharmD program, the student expressly concedes this right to the program. It is understood that attendance at MU PharmD program is a privilege, not a right, and that this privilege may be withdrawn in the case of any student who does not adhere to the objectives or policies of the program and University.

Program Leadership

MU's PharmD program is supported by a dedicated team of academic leaders, department chairs, and compliance officers. Students are encouraged to contact these individuals for guidance, support, and clarification of policies throughout their academic journey.

Name	Title	Email	Phone
Dr. Diane Calinski, Ph.D.	Chair, Pharmaceutical & Graduate Life Sciences	dmcalinski@manchester.edu	260-470-2742
Dr. Teresa DeLellis, Pharm.D., BCPS, BCGP, AGSF	Chair, Pharmacy Practice	tmdelellis@manchester.edu	260-470-4053
Dr. Sarah K. Gordon, Pharm.D., BCPS, FNAP	Associate Dean of Pharmacy Affairs	skgordon@manchester.edu	260-470-2744
Dr. W. Thomas Smith, Pharm.D., J.D.	Dean, School of Pharmacy	wtsmith@manchester.edu	260-470-2668

Key Contacts

Name	Title	Email	Phone
Dr. Sara Trovinger, Pharm.D., M.Ed.	Director of Experiential Education	sntrovinger@manchester.edu	260-470-2654
Tonya Horvath	Registrar	thorvath@manchester.edu	260-982-5043
Renee Kiser	Associate Registrar	ARKiser@manchester.edu	260-470-2704

Mia Miller, M.Div., M.S.	Director of Disability Services	mlmiller02@manchester.edu	260-982-5499
Sherri Shockey	Director of Student Financial Services	slshockey@manchester.edu	260-982-5237
Jane Webb	Title IX Coordinator	ejwebb@manchester.edu	260-982-5417
Sarah Wehrkamp	Director of Student Life	sewehrkamp@manchester.edu	260-470-2655
Megan Geary	Assistant Director of Student Life	megeary@manchester.edu	260-470-4051
Melissa Bray	Director of Instructional Design	mmbay@manchester.edu	260-470-2670
Jordan Patterson	Technology Support Specialist	jcpatterson@manchester.edu	260-470-2673
Information Technology Services (ITS) Help desk			260-470-2727
Office of Graduate Admissions			260-470-2658

For a complete listing of current School of Pharmacy faculty, please refer Appendix E.

Manchester University

Mission Statement

Manchester University respects the infinite worth of every individual and graduates' persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

Values Statement

As a community of higher education rooted in the liberal arts and the traditions of the Church of the Brethren, Manchester University values:

- **Learning**, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives.
- **Faith**, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of agape (selfless love), tikkun olam (repairing a broken world), and salam (peace);
- **Service**, because committing self in service to others connects faith with action and abilities with convictions;
- **Integrity**, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships, and strong communities;
- **Community**, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

Vision Statement

Manchester University will become a multi-campus regional university known for liberal arts-infused programs, innovative health science education, and vibrant and transformative student experiences. Inspired by our mission to graduate persons of ability and conviction who improve the human condition, Manchester will seize the future by preparing students for successful lives and careers in an ever-changing world.

Strategic Priorities

- **People:** Improve the lives and respect the infinite worth of the diverse members of the Manchester pharmacy and graduate life sciences community.
- **Education:** Cultivate graduates of ability and conviction through evidence-based, innovative, and diverse educational programs.
- **Patient-Centered Care:** Advance education and clinical services to improve individual and population health
- **Service:** Engage in meaningful and sustainable service.
- **Research and Scholarship:** Create and disseminate knowledge to improve the human condition.

Accreditation

Manchester University is accredited by The Higher Learning Commission (HLC) and is a member of the North Central Association of Colleges and Schools since 1932. Manchester University holds membership in many organizations related to higher education.

HLC, 230 S. LaSalle, Ste. 7-500, Chicago, IL 60604, www.hlcommission.org. 800-621-7440

Manchester University Doctor Pharmacy (PharmD) Program

Mission

To cultivate graduates of ability and conviction to provide patient-centered care guided by respect for the infinite worth of individuals; and dedicated to improve communities by advancing pharmacy education, practice, service and scholarship.

Vision Statement

To improve the human condition through service.

Core Values

1. We have a deep commitment to integrity.
2. We respect the infinite worth of every individual.
3. We seek excellence in all that we do. We are accepting of new ideas. We create and innovate without fear.
4. We foster personal and professional transformation. It is through learning that we become our better selves.
5. We serve for the betterment of others.
6. We seek and value collaboration and teamwork.

Accreditation

Each professional program of a College or School of Pharmacy in the United States and selected non-U.S. sites is accredited by the Accreditation Council for Pharmacy Education (ACPE), the national agency for the accreditation of professional degree programs in pharmacy and providers of continuing pharmacy education.

ACPE Accreditation Disclosure Statement

The Accreditation Council for Pharmacy Education (ACPE) accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. For a Doctor of Pharmacy programs offered by a new College or School of Pharmacy, ACPE accreditation generally involves three steps: Pre-candidate accreditation status, Candidate accreditation status, and full accreditation status. It should be noted that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective

state boards of pharmacy in accordance with their state statutes exam and administrative rules. ACPE awarded MU's Doctor of Pharmacy program full accreditation status. The program was granted the maximum of 8 years of full accreditation.

Manchester University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603-3499, 312/644-3575; FAX 866/228-2631; web site: www.acpe-accredit.org.

Admission to MU's PharmD program

MU PharmD program Application

The MU PharmD program will accept completed applications between mid-summer and June 1 of each year. The complete application is housed through the Pharmacy College Application Service (PharmCAS). The PharmCAS application and Manchester University MU PharmD program information page may be found at the following website: www.PharmCAS.org.

PharmD program Admissions Process

Admission to the MU PharmD program is limited and competitive. Approximately 60 new students are admitted each year. For this reason, achieving the minimum prerequisite subject and grade criteria does not guarantee admission. Students should begin the application process one year before their anticipated enrollment in program.

The MU PharmD program Annual Admission Cycle

- July – PharmCAS opens and interested candidates may access the online application
- September to June – Interviews held
- May/June – MU PharmD program application (PharmCAS) submission deadline
- May/June – Final Admissions decisions, waitlist established
- August – On-campus orientation* and MU PharmD program classes begin

****on-campus orientation attendance is mandatory.***

The MU PharmD program uses a rolling admissions process. Application evaluations begin after the PharmCAS application is submitted. Completed admission files are forwarded to the Admissions committee and faculty for review. Qualified candidates are invited for an on-campus or virtual interview. Interview days will be held to continue the evaluation of candidates. Within two weeks of the completed interview, each candidate receives an admission status (accept, committee hold, or denial).

Manchester University Students and the PharmD program Admissions Process

Students with strong records who meet the preferred minimum cumulative and prerequisite GPA requirements of 2.5 will still be considered for admission; however, these students are not guaranteed an interview. An Early Assurance program exists for incoming first year students at Manchester with a cumulative high school GPA of at least 3.5. Early Assurance leads to a reserved seat in the MU PharmD program class for students who maintain at least a 3.0 cumulative GPA at Manchester and who complete the admissions process and meet other admission requirements. Students who achieve at least a 3.0 cumulative GPA after a semester at MU are invited into the Early Assurance program, even if their high school GPA did not allow them to initially qualify.

International Students and the PharmD program Admissions Process*

The MU PharmD program does consider international students who have completed all prerequisite coursework at an accredited institution. These applicants must meet all other minimum admissions requirements, as well as successful passing of the TOEFL or IELTS exam for students whose primary language of instruction is not English.

**MU's PharmD program Distance Pathway does not have approval from Homeland Security to accept international students. International Students are not eligible to apply to the MU PharmD program Distance Pathway.*

Non-discrimination in Admissions and Campus Life

Similarly, all decisions regarding admissions, as well as all areas of campus life (including, but not limited to, its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs promotion and tenure policies and practice and alumni affairs) will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other factor which cannot lawfully be used. Moreover, race is not considered in any part of the admissions process.

Admissions and Student Recruitment

Both recruitment of interested and prospective students and the admission process are coordinated by the Office of Graduate Admissions. The admission process and selection of students in each annual cohort is done in conjunction with the MU PharmD program's Admissions Committee. Informational materials and personal contact are the key tools used in identifying individuals that match with a career in pharmacy as well as with the philosophy of Manchester University. Faculty, students, and alumni are involved in both processes and feedback is gathered from these groups about these processes. Additional admissions information may be found on the program's website.

Community Engagement

The School of Pharmacy's Dean's Office, the Office of Graduate Admissions, and the Office of Student Life, Fort Wayne collaborate on efforts to develop, implement and assess a strategic plan for community engagement, as it relates to student recruitment and development of student pipelines into pharmacy and health science programs. These efforts aim to cultivate strong relationships with partners, including but not limited to, universities, community colleges, health systems, and other local and regional organizations with an emphasis on STEAM and health careers.

Essential Functions

There are certain essential functions that are required of students for them to successfully complete the Doctor of Pharmacy. These functions are provided to all candidates during the admissions process and include:

1. **Physical Skills** – Perform clinical assessments and dispensing functions. Function in a structured environment for several hours. Move freely and maneuver in small spaces. Demonstrate hand/ eye coordination (e.g., administer an immunization to a person). Perform cardiopulmonary resuscitation and assist in an emergency.
2. **Sensory Skills** – Read patient profiles – computer screens and monitors, printouts, small print and/or handwritten notes. Safely compound and dispense medications. Understand and accurately communicate information/directions.

- a. Discern sounds related to patient assessment and treatment. Distinguish drugs and solutions used in health care settings. Recognize changes in patient status.
3. **Cognitive Skills** – Comprehend, analyze, and synthesize complex science and clinical content. Apply prior learning to new situations including building on foundational knowledge acquired through pre-requisite coursework. Concentrate on the task at hand amidst a variety of environmental distractions. Interpret patient findings, recognize anomalies, and make recommendations that improve patient care. Use personal/laptop computers to complete assignments and assessments. Complete high-stakes skills assessments (e.g., OSCE) within established time limits. Need to be able to manage one's realities in ways that do not restrict balanced services to their patients/ clientele.
4. **Communication Skills** – Speak and write English clearly. Provide patients with clear drug information and instructions appropriate for their level of understanding. Document clear and legible handwritten notes. Organize thoughts and ideas into appropriately written and referenced essays and research papers.
5. **Interpersonal Skills** – Interact with and present to individuals and small or large audiences. Establish sufficient rapport and maintain boundaries to effectively relate to fellow colleagues, patients, health care professionals, faculty, and staff. Demonstrate concern and empathy for a diverse population of patients.
6. **Professional Skills** – Present a professional appearance and maintain personal health. Maintain composure during stressful situations. Work both independently and as a team member. Organize tasks, set priorities, problem solve and multitask. Maintain accuracy and confidentiality of patient information. Comply with established policies and procedures. Provide care to all patients regardless of age, race, ethnicity, origin, physical or mental status, socioeconomic status, or other conditions.

Pharmacy Transfer Credit

This policy outlines the standards and procedures for evaluating and awarding transfer credit for prior academic coursework completed at other ACPE-accredited MU PharmD programs. It also provides criteria for granting advanced academic standing. Because of the highly specialized nature of the PharmD program, credit hours for previously completed courses from other programs may not be transferred for credit in the program. Students who have completed coursework at other ACPE-accredited PharmD programs may submit a request for transfer credit after admission into the program (through PharmCAS) is accepted or submit a request to transfer credit with advanced academic standing through the below procedures. Students interested in submitted transfer credit (with or without advanced academic standing) should contact the Office of Graduate Admissions to start the process.

Course-by-Course Evaluation

Evaluation of transfer credit on a course-by-course basis will be considered for students who were previously enrolled in an ACPE-accredited PharmD program but not in good academic standing upon leaving. Each course will be evaluated for equivalency based on course content and learning outcomes, credit and contact hours, assessment methods, and educational outcomes. Students in this circumstance will likely begin in the P1 year.

All requests for transfer credit for individual courses should be submitted to the Registrar **by August 1st prior** to the start of the academic semester for didactic courses or May 15th for lab-based courses. All transfer credit requests must be submitted prior to matriculating into the program. Only with extenuating circumstances will transfer applications received past the stated deadlines be considered.

Advanced Academic Standing

Students who are/were enrolled in another ACPE-accredited PharmD program who wish to transfer to Manchester's PharmD program with advanced academic standing may submit a request through the below procedures. Advanced standing may permit entry into a subsequent year of the PharmD program (e.g., P2 or P3). Students may not be able to transfer to the same level achieved at their previous PharmD program. Students may not transfer into the program past the P3 fall semester.

Applications for advanced academic standing must be submitted to the Registrar by March 15th.

Eligibility for advanced academic standing:

1. Enrollment in an ACPE-accredited PharmD program beyond the P1 year.
2. Received passing grades in all pharmacy professional coursework. This includes graded courses, pass/no pass courses, or satisfactory/unsatisfactory courses.
3. Has not been dismissed from a pharmacy for insufficient academic performance or unprofessional behavior.
4. Ability to successfully complete a virtual or in-person interview by April 1st prior to starting the program.

Process:

1. All students complete and submit the online form that is sent to the Office of the Registrar and Associate Dean of Pharmacy Affairs (ADPA) indicating:
 - a. Manchester course number requested for transfer
 - b. Corresponding course number from previous institution
 - c. Course syllabus from previous institution
2. Those seeking advanced standing must submit the 'Advanced Standing Transfer' application and have official transcripts sent to the Office of the Registrar.
3. The ADPA will reach out to the Office of Graduate Admissions to obtain a letter of good standing from the previous institution. Official transcripts will also be obtained if the student applied through PharmCAS (course by course evaluation).
4. Evaluation of online form, application, course syllabi, and transcripts will be reviewed by the ADPA.
 - a. Once the course has been verified and is appropriate for transfer the student must:
 - **For Didactic Courses:** Earn a minimum of 75% on a proficiency exam based on course content prior to the first day of the fall semester. Two attempts are allowed for each proficiency test. If 75% is not achieved after two attempts for those requesting advanced academic standing, the student will apply through PharmCAS.
 - **For Experiential Courses:** Submit an affidavit of hours completed. Students requesting advanced academic standing and placed into the curriculum beyond the P2 Spring will be required to complete all Advanced Pharmacy Practice Experiences (APPE) rotations in Indiana and/or the Detroit metro area.
 - **For Laboratory-based Courses:** Demonstrate skill proficiency through an in-person skills check or an Objective Structured Clinical Examination (OSCE). Transfer credit is not accepted for PHRM 430, PHRM 434, or PHRM 535 unless advanced academic standing is granted.
5. Notification will be sent to students with eligibility for proficiency testing, including dates and times.
6. Students will take proficiency test(s) in May (advanced standing) and August (course by course evaluation); OSCE exams and other skills-based assessments will be scheduled based on faculty availability.
7. Faculty to review/grade proficiency exam; outcome is relayed to ADPA.

8. ADPA completes accepted transfer credit form and sends to Registrar and SFS and student/mentor/success advisors.
9. Registrar applies transfer credit to student record. Transfer credits will not contribute to the institutional pharmacy GPA.
10. Students are provided with alternate plan of study

Upon receiving the transfer credit outcome from the ADPA, students have the right to appeal the transfer credit policy to the Pharmacy Academic Standards and Progression Committee.

No more than 18 credit hours of didactic PharmD coursework can be taken in any one semester (excluding experiential rotations).

Strategic Priorities: Fall 2024–Summer 2026

MU PharmD program is implementing a multi-year strategic plan from Fall 2024 through Summer 2026 to enhance student success, licensure readiness, and accreditation compliance. These strategic efforts reflect Manchester's commitment to continuous improvement, academic excellence, and student-centered education

Two key priorities guide this work:

1. Curriculum Innovation for Student Success – the School is enhancing its curriculum to better support academic achievement, licensure readiness, and equitable progression. This includes:
 - Strengthening preparation for NAPLEX and MPJE board exams
 - Aligning the distance pathway curriculum with the on-campus curriculum
 - Updating remediation policies to ensure equity across courses
 - Improving OSCEs and APPE readiness assessments
2. Accreditation Alignment and Compliance – to meet the evolving standards of the Accreditation Council for Pharmacy Education (ACPE), the School is:
 - Preparing and submitting required accreditation reports
 - Updating curriculum maps and assessment plans
 - Ensuring full compliance with ACPE Standards 2025

MU PharmD program General Policies and Procedures

Standards for Community Behavior

University, College, School, and program policies help to describe the campus community we are seeking. They offer a rationale for community guidelines, identify the limits of acceptable behavior, call community members to be accountable to each other to create and maintain a positive community.

There are three principles which form the framework of the policy statement: respect for others, safety and security, and community expectations. As responsible members of the community, students, staff and faculty are expected to support and practice these principles, and the specific policies based on them, and to hold others accountable as well.

These policies apply on University properties – North Manchester and Fort Wayne locations, including University-owned vehicles – and to all students, faculty and staff, as well as guests of the University. These policies apply year-round – not only when classes are in session.

While the policies are designed to respond to behavior on campus, students' behavior off campus is a concern to the University, College, School, and program. The program will act when behavior has a direct impact on the program environment or on the reputation of the program, or when the behavior is of such gravity that the program would be remiss not to do so.

Consistent with the Missions of Manchester University and the MU PharmD program, members of the Manchester community are expected to demonstrate respect for others and an appreciation for the worth of every person. All members of the University community share responsibility for maintaining a quality campus environment. Ignoring actions or activities that disrupt or violate community guidelines damages our environment and infringes upon the rights of individuals.

All students share responsibility for upholding these University, College, School, and program guidelines and policies. Students are in violation if they are present during the violation of a University, College, School, and/or program policy, but choose not to act. If a student is present when others violate a specific policy, all students present share responsibility for that policy-violating behavior. Students present during a University, College, School, or program policy violation have several options:

- To be actively involved in the incident, which is a violation of the policy,
- To choose to remain in the presence of the violation and take no action, which is a violation of the policy, OR
- Avoid involvement in the violation by stopping the violation or eliminating the cause, immediately leaving the premises upon realizing a violation has occurred or is about to occur, or seeking the help of a third party (faculty, administration, safety officer) to help resolve the violation.

Student Complaints

Any student may file a formal, written complaint regarding the PharmD program by following the procedure below. All complaints will be processed by the Office of Student Life, Fort Wayne. While this process allows any student to file a written complaint regarding any aspect of the program, the College encourages any complainant to attempt to address the issue informally with the program's administration prior to the complaint submission. There are two general types of complaints collected via this formal process – accreditation related or general (non- accreditation related).

Accreditation Related

The Accreditation Council for Pharmacy Education (ACPE) is required to demonstrate to the U.S. Secretary of Education its expectations regarding a program's recording and handling of student complaints. ACPE must demonstrate a link between its review of complaints and its evaluation of a program in the accreditation process. Therefore, in order to demonstrate compliance with the U.S. Department of Education Criteria for Recognition, and with the prior review and advice of the Department of Education personnel, ACPE requires pharmacy schools to provide an opportunity for pharmacy students to provide comments and /or complaints about the program's adherence to ACPE Standards. MU PharmD program has established, implemented, and maintains a student complaint procedure related to the standards and the policies and procedures of the ACPE. Anyone wishing to file a complaint may visit the ACPE Standards website at <https://www.acpe-accredit.org/>.

General (Non-accreditation) Related

Non-accreditation complaints may include, but are not limited to admissions decisions, grading issues, inappropriate student, faculty, or staff conduct or failure to comply with University, College, School or program policies. When complaints involve a specific course, including grade and exam complaints, the complainant

must first contact the faculty member teaching that course and attempt to resolve the matter outside the complaint process. If the faculty member cannot resolve the matter, the student shall contact the course coordinator(s). If the course coordinator cannot resolve the issue, then the student may proceed with filing a formal complaint. The course coordinator will notify the appropriate department chair, the ADPA, and the Director of Student Life, Fort Wayne of the complaint as soon as possible.

Complaint Procedure

The complaint is a web form and includes the procedural steps necessary to handle all complaints. The procedure includes the following steps:

1. Complainant completes the complaint web form located in the *Student Complaint Form* module of the *Pharmacy Home* course in Canvas and linked [here](#).
 - If the complaint is accreditation related, the web form will collect specific information identifying the specific ACPE Standard regarding the complaint and provide any pertinent information about the complainant's concerns. If the complaint is non- accreditation related, the web form will require the complainant to provide the specific issue(s) regarding the complaint and provide any pertinent information about the complainant's concerns.
2. The Director of Student Life, Fort Wayne will review the complaint no later than five (5) business days after the filing of the complaint.
3. Following review, the complaint will be forwarded to the Associate Dean of Pharmacy Affairs within ten (10) business days to determine the investigation procedure and attempt to resolve the complaint if possible.
4. A written response to the complaint will be sent to the complainant within 60 days of the filing.
5. Each complaint will be recorded and maintained in a searchable database associated with the *Student Complaint Form*.
6. The ACPE Student Complaints will be made available for inspection by ACPE during on-site visits or otherwise at ACPE's written request.

Privacy and Student Records

The MU PharmD program fully complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA, noted above), which establishes that a post-secondary student has the right to inspect and review his or her academic records and prohibits outside parties from obtaining the information contained in these records without the student's written consent. However, a student may waive the right to review certain confidential information contained in his or her file.

The University collects, records and uses information about students to carry out its educational mission. The University recognizes its responsibility for protecting the privacy rights of students regarding their academic and personal records. Students are provided access to information contained in their own official education records, a procedure for correction or deletion of inaccuracies found in their records, and a degree of control over the release of information from their records. The Office of the Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational purposes only.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The University maintains an academic record for each student, including information related to academic and clinical performance in all phases of the student's coursework. Course grades are documented in the student's file and maintained by the Office of the Registrar. Certain items of personal information are considered directory information and may be published without students' permission. These include name, dates of

attendance, degrees earned, local and home address, e-mail address, phone number, major, participation in officially recognized activities and sports, height and weight and honors received.

A student has the right to request in writing, prior to the first day of classes of any semester, that any item listed as directory information not be released without his/her consent. Procedures for student access to records may be obtained from the Office of the Registrar.

Professional Licensure Notification: Any Manchester University Pharmacy student who holds a professional license as part of their academic program should be aware that the University may report information to the relevant licensing board if:

- The student is no longer actively enrolled in the program, or
- The student has been sanctioned due to legal actions.

Only information directly related to professional licensure will be reported, and such communication may occur without prior notice to the student.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law designed to protect the privacy of a student's education records. The law applies to all educational institutions that receive any federal financial support. MU complies with the conditions and procedures of FERPA.

FERPA gives certain rights to students concerning their education records. These rights transfer to the individual and they become "eligible students" when that person reaches the age of 18 or is attending any school beyond the high school level. At MU, all enrolled students are considered "eligible", and these rights are guaranteed under FERPA. Relevant portions of FERPA which have greatest application to MU students are listed below:

- Students have the right to inspect and review their personal education records maintained by the University. The University is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect the records personally. The University will assess a copying and postage charge for this service.
- Students have the right to request a hearing to review University records believed to be inaccurate or misleading. If, after the hearing, the University refuses to affect the correction, the student has the right to place a statement in the records commenting on the contested information.
- Generally, the University must have written permission from the student before releasing any information from a student's record. However, the law allows the University to disclose records, without consent, to the following parties:
 - University employees who have a need-to-know;
 - Parents, when a student over 18 is still dependent for purposes of financial aid determination;
 - Certain government officials to carry out lawful functions;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations doing certain studies for the school;
 - Accrediting organizations;
 - Individuals who have obtained court orders or subpoenas;
 - Persons who need to know in cases of health and safety emergencies;
 - State and local authorities to whom disclosure is required by state laws adopted before Nov. 19, 1974.

- Colleges may also disclose, without consent, “directory” information. In compliance with FERPA, MU defines directory information to include the student’s name, mailing address (home and campus), e-mail address, telephone number (home, cell, and campus), major field of study, classification and enrollment status, dates of attendance and graduation, honors and awards, and date and place of birth. However, the student has the right to request, in writing, that such information will not be disclosed prior to the beginning of the semester.
- Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information of parents submitted in support of financial aid application, confidential letters and statements of recommendation placed in their records in cases where the student has signed a waiver of his/her right of access. Waivers normally are related to confidential recommendations concerning admission to college, job placement, etc.
- If you have questions about FERPA, please contact the Dean of the School of Pharmacy.

Americans with Disabilities Act (ADA) and Students with Disabilities

MU is committed to carry out the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which provide for accessibility of university programs to the physically disabled. For graduate and professional students with disabilities, the responsibility for self-disclosure is on the student. In other words, you must let the University know about a disability to receive reasonable accommodation or support services. Such disabilities include, but are not limited to, physical disabilities, visual or hearing impairments, learning disabilities, Asperger's, and attention deficit disorder (ADD).

Students requesting accommodations or other support services are required to submit documentation to verify eligibility for protection under the American with Disabilities Act and Section 504 of the Rehabilitation Act. The provision of reasonable accommodations and services is based upon assessment of the current impact of the student’s disability on a major life activity, such as learning. Documentation of your disability must reflect the findings of a comprehensive assessment completed within the past three years. Documentation of this assessment must be from a person licensed to make such a diagnosis; an IEP from high school is not sufficient.

All requests will be evaluated by the Disabilities Service Coordinator for the University, in the Student Success Center on the North Manchester campus. Further instruction will be provided by the Disabilities Service Coordinator.

Health Insurance Portability and Accountability Act (HIPAA) Training

Students will be required to participate in HIPAA training provided by the Pharmacy Program.

Fort Wayne Campus Building

Building Hours

The building hours for the public are from 8 a.m. to 5 p.m., Monday through Friday. The building is closed to the public on Saturday and Sunday. Students have proximity card access (via their student ID card) to the building 7 a.m.– 12 a.m., Monday through Sunday.

Campus Security

The Fort Wayne campus has an active security patrol, which includes patrol of the building, parking lot and surrounding campus. To contact Fort Wayne campus security, please call Parkview Dispatch at: 260-266-1800. In the event of an emergency, please call 9-1-1 from the nearest telephone.

Identification Cards

Identification cards are issued to all students enrolled in the MU PharmD program. Not only are these your college ID cards, but they also serve as your “key” into the building. If the ID card is lost, please report to the Fort Wayne facilities coordinator. To make a request to receive your Identification Card or to order a replacement, follow the instructions below:

- Go to [ChetNet](#),
- Under the Safety Section select [Initial ID Card Request](#). The Initial ID Card Request will ask the students to upload a picture of their government issued ID, and a picture of their choosing. There is also a walk-through/tutorial video listed on the page.
 - If the system states that the student already has a card, select [FW ID replacement](#) under the Safety section.
- Select the Replacement ID Card button under the Products title.
- For Classification: Select Student-Fort Wayne Campus.
- It will then ask for the MU ID Number, First and Last Name.
- Click continue
- Click Review Order

Food And Drink in the Classroom

Students may only bring drinks into classroom spaces in re-sealable containers (e.g., screw-top bottles, mugs with lids, or other containers). Students are discouraged from bringing food into the classroom as it can be a distraction. Students are expected to clean up after themselves. Reoccurring problems will be addressed by the Office of Student Life. No food or drink is allowed in the Drug Information Center housed in the second-floor library area, Pharmacy Practice Lab, or the Sterile Products Lab at any time.

Studying on Campus

Study rooms that are available for after-hours student use include any classroom, communications lab, and the student lounges on the first floor and the drug information center on the second floor. The Fort Wayne campus conference rooms are not available for student use unless previously scheduled for a student event.

Any inappropriate/unapproved use of the facility may lead to the closure of rooms and/or the elimination of student weekend access.

Room Reservations

Within the Fort Wayne facility, there are a variety of rooms that may be reserved by students for academic or organizational pursuits. The process and approval for reserving a room for a student organization should go through the organization's faculty advisor. Reserving rooms for study should go through the Office of Student Life, Fort Wayne.

Student Lounges

The Student Lounges provide students with areas to gather and/or heat their lunch. As such, the students are responsible for keeping the area clean and neat. A microwave and refrigerator are available for student use in 107.

Food Pantry

A Food Pantry (room 122) is available for Manchester students experiencing food insecurity.

Student Lockers

The Office of Student Life, Fort Wayne manages student locker assignments each academic year. All lockers must be cleaned out by the last day of classes for each academic year. If a student withdraws, transfers, or is dismissed from the program and the University, they must empty their locker immediately. Locks will be removed at the student's expense if not removed by the timeline stated above.

A locker use policy statement will be provided to all students during orientation, just prior to the beginning of the academic year. Lockers are the property of MU. The University retains the right to inspect lockers and the contents of the same to ensure that the locker is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol or tobacco.

Property Damage

No student shall willfully or maliciously damage or destroy School/College/University property or property on the campus which belongs to any student, employee, or visitor of the College/University. This prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, experiential rotations, and observations. Students are obligated to pay for all property damage caused by improper use. The program reserves the right to pursue available legal remedies against students who damage or destroy University property.

Personal Property

The University does not provide personal property insurance for property that is rented or borrowed for use by individual students or for University/College- sponsored activities. In those cases, the owners and students arranging to use property will need to provide their own insurance coverage, as the liability accompanies ownership of property. The University does not carry insurance on personal property and belongings of students and is not responsible for any loss of property by fire, theft or other contingency. Students are advised to always keep belongings in a protected location.

Campus-wide Communications and Student Responsibilities

The MU student email address is the official method of electronic communication for all students. Program announcements, as well as academic related communications (including but not limited to required courses, elective courses, and experiential related messages) will be communicated through Manchester email. Courses in Canvas, the University's learning management system, may use the internal communication systems of Canvas for communicating to students. Other program systems, such as examination software (e.g., Canvas) and experiential-related software (e.g., CORE) may also use internal communications to communicate with students. Refer to course syllabi to confirm the communications methods used for each course.

It is the professional responsibility of all students as members of the MU PharmD program to regularly check their Manchester email account, as well as any other program-related communication systems, for messages from faculty and administrators. Not checking one's Manchester email account or other program-related communication system is not an acceptable excuse for missing events and other program requirements, as well as completing assignments late or missing them entirely.

MU alerts

Students can sign up for MU Alerts to receive weather-related cancellations or delays and emergency notifications. Alert preferences can be managed via the phone app or the web. Family members and significant others may opt into the notification process as well. Instructions to download and use the Android and iPhone apps can be found [here](#). Contact campussafety@manchester.edu with questions.

Information Technology Services (ITS)

The Information Technology Services (ITS) department supports all computer and network technology for the program.

All MU PharmD students are issued a computer and other related accessories during new student orientation. Each pharmacy student assumes responsibility for all equipment by completing the Academic Technology Program Student contract. ITS supports our students with their technological needs, as well as any issues with this equipment. All students must keep their equipment updated and functional and report and follow up promptly with ITS regarding any tech issue.

Additionally, all users are required to adhere to all University policies, including the IT Policy Guide. This policy can be found online on the [campus portal Chetnet](#). Inappropriate use of computer resources, including participation in peer-to-peer file-sharing networks, will be handled appropriately. Penalties may include revocation of computing facility privileges, suspension, or dismissal. Students may request technical support by:

1. stopping by the ITS Help Desk
2. submitting tickets at Help Desk at <https://service.manchester.edu/>
3. by email at helpdesk@manchester.edu or,
4. by phone at 260-470-2727.

Help Desk Hours* are Monday - Friday: 8:30 a.m. - 4:30 p.m.; Saturday & Sunday: Closed.

**Help Desk hours are posted and will sometimes deviate from those above.*

SpartanPrint Policy

SpartanPrint is MU's campus-wide printing/copy system. The charge is 5 cents per side print. At the beginning of each full semester, a free allotment of \$40.00 will be added to each student's SpartanPrint account. Any unused allotment will roll over to a maximum of \$60.00. The \$40.00 allotment will make available 800 single side pages or 400 double side pages at any SpartanPrint machine.

Students may add value to their account using an online system should the entire allotment be used. Value in a student's cash account will be carried forward; however, allotments placed in student SpartanPrint account will be depleted before prints are paid for from the student's cash account again. Any cash added to the account will be refunded by request and incur a \$5.00 processing fee.

While on campus, students may use the printer (MU-Black&White and MU-Color on nmpapercut02) which is installed on each student laptop. We also offer web printing that can be used while off-campus by connecting to the VPN and using this link <https://printing.manchester.edu>. Jobs submitted using either method must be retrieved within 24 hours.

Using these printing options will place a job in a queue that is monitored by the card terminal at these units. By identifying themselves on the terminal using their MU login or ID card the student may “pull” their printing to that unit. The advantages of this are:

- The ability to print at another unit if one is not operational or is in use when the student needs to print.
- Printing is held securely until the student is at the unit and able to retrieve the output.

How to use the Touch Screen Controller to print:

- Tap the terminal with the ID card or the student may log in using their MU username and password.
- The next screen will present the student with a list of the jobs waiting in the queue. Then touch the screen on the job(s) you want released to highlight them, then press print.
- If there are no print jobs in queue, you will be prompted to use other printer functions such as copy and scan.

Questions, problems, or concerns should be addressed to helpdesk@manchester.edu.

Financial Aid

All pharmacy students are strongly encouraged to complete and file the Free Application for Federal Student Aid (FAFSA) for consideration for student loan eligibility. Questions about financial aid should be directed to [Student Financial Services](#)

Financial Policies

All accounts are to be paid in full prior to the start of courses. The dates for fall and spring semester will be established and reported by Student Financial Services. Methods of payment accepted include:

- Check or Money Order payable to Manchester University, mailed to our lock box at:
Manchester University 4000 Solutions Center Chicago, IL 60677-4000
- In Person Payment - Check, cash or money order Payments can be made Monday through Friday, 8 a.m. to 5 p.m. in the Student Financial Services office.
- Credit Card - Make a payment of any amount online using a MasterCard, Discover, or American Express credit card. Please note that a convenience fee of 2.35 percent will be charged by Link2Gov for the processing of online payments. MU does not receive any portion of this non-refundable fee.
- Electronic Check - Make a payment of any amount using an e-check. There is no fee for this service.
- Monthly Payment Option - MU partners with Tuition Management Systems, Inc. (TMS) for monthly interest- free payments. Yearly costs may be paid over a 10-, 9-, or 8-month equal payment schedule beginning in July, August or September and ending in April. The amount budgeted to pay must equal the cost of the academic year to be considered successful. Full details are available at:
<https://www.manchester.edu/about-manchester/office-directory/student-financial-services/student-payment-plans>, 1-888- 713-7240, or through Student Financial Services.

Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations to Manchester University, which may include collection fees, attorney’s fees, and court costs. Students are not fully registered, nor will they have the privilege of class attendance or use of university facilities until their charges are paid. A service charge of 1.5 percent or \$30, whichever is greater, may be added to any unpaid balance in the student account as of the last working day of each month.

Student Policies, Procedures, and Services

Alumni Engagement

Engagement is a shared effort between the Dean's Office, the Office of Graduate Admissions, and the Office of Student Life, Fort Wayne. Current students receive services and support as they advance through each stage of the progression continuum. The desired outcome of these services and support is for each student to become a committed alum of the School of Pharmacy and assume the role of dedicated and caring practitioner in the profession.

Community Outreach

Engaging in community outreach provides students with the opportunity to become active members of their community to create and develop a lasting, positive impact for the community they serve. Volunteering allows pharmacy students to develop skills needed for practice in an ambulatory care or community setting, gain insight into the lives of the people who are underserved, and learn about people of different cultures and backgrounds.

Community Outreach Requirements:

Students are required to complete 12 hours of community outreach for each professional year of enrollment (P1 through P3 year); this includes students who are on alternate tracks. Community outreach hours are a progression requirement and part of the professional identity formation program. We encourage students as they increase their therapeutic knowledge to serve in health-oriented projects but can be any type of project. Failure to complete your community outreach requirements will lead to consequences outlined in Late or Missing Assignment Section.

Students will document their community outreach activities on Canvas. It is the student's responsibility to provide the required information, as outlined below, to fulfil this requirement. If not, all information is documented as outlined below, students will receive a rejection message and must submit the required information. The community outreach component will not be met until all appropriate documentation is submitted by the student.

Frequently asked questions:

- **Where can I do community service?** If you need assistance with identifying a community service project, contact the Assistant Director of Student Life or other members of the Office of Student Life, Fort Wayne.
- **Why did my service project get rejected and go into remediation?** You may be missing pertinent information that has not been included in your submission. Once remediation is updated with the required information, it can be properly approved and documented.
- **What if I am on an alternate track?** All students enrolled in courses are required to perform community outreach, regardless of course load or other academic standing.

Addiction and Related Disorders Policy

This policy was created using the guidelines offered by the Report of the AACCP Special Committee on Substance Abuse and Pharmacy Education (June 2010).

- [Guidelines for the Development of Addiction and Related Disorders Policies for Colleges and Schools of Pharmacy.](#)

Purpose

MU's PharmD program recognizes that addiction and related disorders (AARDs) involving gambling, controlled substances, illicit drugs, alcohol, tobacco and other drugs are diseases that affect all of society. This policy is intended to support students and protect the public and the pharmacy profession by providing an opportunity for pharmacy students with AARDs to obtain treatment while continuing in the MU PharmD program.

Eligibility for Referral for Treatment

Pharmacy students have regular and often easy access to controlled substances throughout their course of study. All students must understand that the level of trust between our patients and colleagues is imperative to becoming a professional. Therefore, the program takes all situations involving the use, misuse or abuse of controlled substances and other drugs seriously.

Pharmacy students with AARDs will have the opportunity to become successful through the program outlined in this policy. However, students who admit or are found guilty by a court of competent jurisdiction of theft, fraud, use or other violations of federal or state laws regarding illegal drugs and controlled substances shall be precluded from participation in the programs and services offered in this policy and are subject to immediate dismissal from the PharmD program.

Referral Process

Students are encouraged to seek confidential assistance by making a request through the Office of Student Life, Fort Wayne. Students may also be confidentially referred for help by faculty, staff, or another student. Individuals who are concerned about a student and believe they are experiencing changes in behavior or other issues should report this through the program's Referral System. The referral team, led by the Office of Student Life, Fort Wayne, will confidentially review the referral and schedule a meeting with the student to confirm the referral and determine the need for further evaluation by a chemical dependency healthcare provider.

Behaviors and other issues displayed by pharmacy students that may lead to a referral or a recommendation for further evaluation include but are not limited to:

1. Declining academic performance
2. Absenteeism (e.g., missing Mondays and Fridays; leaving classes/rotations early)
3. Physical symptoms such as dilated pupils, rambling or slurred speech, tremors, weight loss, etc.
4. Changes in social interactions (mood changes, troubled relationships)
5. Defensive behaviors
6. Significant changes in lifestyle
7. Legal difficulties (e.g., driving-related tickets)

The program will make every effort to ensure confidentiality regarding this issue; however, where a student may be a significant and articulable threat to others, program employees may be required to share student information with law enforcement.

Program Details

Once the student seeks help on their own or is referred through the program's Referral System, the Office of Student Life Fort Wayne will provide a list of local chemical dependency healthcare providers to the student and encourage the student to seek an evaluation. Once a healthcare provider evaluation has been completed and confirms a pharmacy student with an AARD, the student will be required to fully comply with the recommended treatment and will be immediately referred to the Indiana Pharmacist Recovery Network, Inc. (PRN).

The PRN serves as the state's advocacy group for impaired pharmacists and pharmacy students as well. The PRN aids in and maintenance of the student's treatment. Following an evaluation by the PRNs medical review officer, the pharmacy student may be required to sign a contract with PRN that would remain in effect through the student's education and after graduation. A pharmacy student with AARDs may remain in and can complete their educational program if they remain compliant with their treatment plan, the requirements established by PRN, and the program's Honor Code and academic policies.

Alcohol Policy

Alcohol is not allowed on campus. The exceptions are:

- Outside events approved by conference services
- MU events approved by the Vice President for Academic Affairs (VPAA)

Criminal Background Checks and Drug Testing

Students are required to undergo a criminal background check and drug test prior to the beginning of the first year and then annually for the length of the program. A third party will be engaged to conduct these background checks and coordinate the drug test. The cost for each background check and drug test is borne by the student. The results of the background check and drug test belong to the student directly and are shared with the program. Students cannot begin practical experience until the background check and drug test have been completed, submitted to the program and the results have been found to be satisfactory.

Career Services

Students seeking information about career counseling can discuss opportunities with their faculty mentor on topics such as rotation sites that fit closely with career goals. Students may also meet with members of the Office of Student Life. Career information and resources will be made available via Canvas with information about job opportunities as well as internships. With an emphasis on pursuing career goals during their four years in the program, students learn how to plan their future through individual counseling and workshops. Career interest assessment, career exploration and research, resume and curriculum vitae development, job correspondence, interview techniques and networking are frequent topics.

The Office of Career and Professional Development based in North Manchester offers services to pharmacy students as well. Staff members from Career and Professional Development support students by reviewing application materials, building LinkedIn profiles, practicing interview skills and facilitating mock interviews. Each student has a [Spartan Jobs](#) account (powered by Handshake) which is accessible with MU credentials and includes pharmacy positions. Students may email careerdevelopment@manchester.edu to set up a virtual appointment.

Counseling Services

Students may face many personal challenges during their years in the MU PharmD program. The University recognizes this and provides free, confidential counseling services. Appointments can be scheduled with University Counseling services on the Fort Wayne campus via email at: fwcounselingservices@manchester.edu. University counseling services will be regularly available on the Fort Wayne campus as posted and communicated throughout the semester. Short-term counseling or referral to an appropriate resource in the area will be provided. If you have concerns about your own mental health and/or well-being or the well-being of one of your classmates, please reach out to someone within the Office of Student Life, Fort Wayne.

Students enrolled in the Distance Pathway, who reside in Indiana, have access to counseling services as outlined above. Due to laws regarding state licensure, students enrolled in the Distance Pathway who live outside of Indiana have access to university funds to cover the cost of counseling services for a provider in their home state. Students needing help identifying a provider and accessing the fund should reach out to University Counseling services or a member of the Office of Student Life, Fort Wayne.

Health and Immunization Record

All Pharmacy students are required to have completed a University Health Information form which includes personal history, physical and immunization record. This form is provided electronically to all incoming students prior to enrollment. The completed Health Information form, with physical and immunization record (with all supporting documentation) must be on file prior to the start of fall semester classes.

The MU PharmD program works with the Allen County Health Department (ACHD) to manage student immunizations. Additionally, information regarding public health questions/issues may be received from the ACHD. For more information, visit: <http://www.allencountyhealth.com> or call 260- 449-7561

Health Insurance

All pharmacy students are required to provide proof of health insurance at the beginning of each academic year. There are multiple options to choose from for insurance. Students may remain on parent's plans until the age of 26 or continue the coverage already used. Those without coverage may consider the following:

- Sign-up for insurance using the recently created Market place: www.healthcare.gov
- Contact local hospitals for assistance with Marketplace enrollment
- Contact local insurance companies to learn more about coverage options.

Library Resources in North Manchester

The Learning Commons at Funderberg Library provides materials to serve the University curriculum, bibliographic and interlibrary loan support for research and instruction in the use of information sources. Library services are available on site, as well as online. Its 176,000 bound volumes, 530 printed periodical subscriptions, 5,600 sound and video recordings, and more than 20,000 online periodicals in 70 databases provide valuable research resources. Interlibrary loan service delivers materials from potentially thousands of libraries. Four librarians manage the on-site and virtual array of library services and resources.

Library Resources in Fort Wayne

The Drug Information Center on the Fort Wayne Campus provides a print and electronic library collection that students may use. Students will be able to use the electronic collection within the main library website and will also have access to a designated page specifically for the College of Health Professions, Nursing & Pharmacy with relevant and helpful resources regarding the PharmD coursework. The print collection will be housed in the Drug Information Center as reference material.

In addition, students of the Fort Wayne campus will have access to the library resources of the University of Saint Francis and PFW libraries. Please contact the MU PharmD program Drug Information Center for specific directions on your access.

Local Healthcare Resources

There are several urgent care clinics located around the Fort Wayne area and near the campus. Two urgent care clinic groups, representing several clinic sites, are listed below:

Parkview First Care Walk-In Clinic – Open 8 a.m. - 8 p.m., 7 days a week

<https://www.parkview.com/services-specialties/firstcare/firstcare>

- Fort Wayne, North; 3909 New Vision Drive Fort Wayne, IN 46845; (260) 469-6610
- Fort Wayne, Southwest; 8911 Liberty Mills Road; Fort Wayne, IN 46804; (260) 373-9465
- Fort Wayne, Central; 1515 Hobson Road ; Fort Wayne, IN 46805; (260) 469-6601
- New Haven; 1331 Minnich Road; New Haven, IN; (260) 373-9600

RediMed Urgent Care - Open 8 a.m. - 8 p.m., 7 days a week

<http://www.redimedclinics.com/interior.php?t=26>

- RediMed Clinic North; 315 E Cook Rd, Fort Wayne, IN 46845; (260) 458-3800
- RediMed Clinic Southwest; 7333 W. Jefferson Blvd. Fort Wayne, IN 46804; (260) 458-3830
- RediMed Clinic Northeast; 3717 Maplecrest Road; Fort Wayne, IN 46815; (260) 458-3843

Emergency services may be reached at the phone numbers below:

- Dupont Hospital: (260) 416-3000
- Lutheran Hospital of Indiana: (260) 435-7001
- Parkview Regional Medical Center (North Hospital): (260) 266-1000
- 9-1-1.

Note: The program reserves the right to contact parents or legal guardians of a student when the health and safety of the student is at risk.

Mental Health Evaluation

MU is committed to protecting its community members from the risk of physical harm and preserving the integrity of its learning environment. Requiring a student to complete a mental health evaluation may be necessary to protect the safety of the student and others in the case of a disciplinary problem involving that student. Separation of a student from the program may also be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others or disrupts the learning environment of others and the student is unwilling or unable to assure his/her own safety or that of others.

Notification: The University reserves the right to notify a student's parents and/or designated emergency contact regarding issues of health and safety if the student's behavior poses a threat to the health and safety of themselves or others. The final determination by the program regarding the student's standing within the program may also be communicated to the emergency contact.

Title IX

Title IX is a portion of the Education Amendments of 1972. Although it is best known for requiring gender equity in collegiate athletics, Title IX broadly prohibits discrimination on the basis of sex in all university student services and academics. Title IX, along with the Campus SaVe Act, requires universities to address campus related Sexual Violence, which is viewed under Title IX as an extreme form of hostile-environment sexual-harassment. *"No person in the United States shall, on the basis of sex, gender identity or expression, be*

excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." – Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act. [Policy and Procedures for Sexual Misconduct Complaints](#)

Student Organizations and Leadership

Student Government

Pharmacy Student Leadership Council (PSLC) - The Pharmacy Student Leadership Council is the governing body for the MU PharmD program's student body. Representation will consist of individuals from each class and student organization.

Class Officers

Rising P2, Rising P3, and Rising P4 classes will hold spring elections for class officers that will begin their tenure for the following academic school year. P1 students will hold elections for class officers in the fall semester. Each class will hold elections for a president, vice president, secretary, treasurer, and activities coordinator. A president and activities coordinator will be elected for each pathway (the on-campus pathway and distance pathway). Election procedures and position descriptions will be found on Canvas when the election process begins. There will be a nomination process in which each nominee will need to approve their nomination for their name to go on the official voting ballot.

Student Representation on MU PharmD Program and College Committees

Student participation in program and School committees is encouraged. During orientation, students will be introduced to the various opportunities for involvement on programs and School committees. An online application will be made available to all students no earlier than the third week of the fall semester. The completed applications will be reviewed by the Office of Student Life, Fort Wayne and the respective program and School committee chairs, and all applicants will be notified. Students will be limited to service on one program or School committee per academic year. The following outlines the number of student opportunities for committee service:

- Assessment: one student representative from any class
- Curriculum: one student representative from each of the P1, P2 and P3 classes.

Student Organizations

Students are encouraged to form student chapters and other pharmacy or non-pharmacy related organizations with approval from the Office of Student Life, Fort Wayne. All organizations are subject to adherence to the rules and regulations promulgated by the program, School, College and University. Contact the Office of Student Life, Fort Wayne for a complete list of active organizations.

Professionalism and Conduct

The MU Doctor of Pharmacy Honor Code (Appendix A) demonstrates the overall commitment of students, staff and faculty to the profession of pharmacy. Students are responsible for learning and upholding professional standards in all areas of their academic work during the PharmD program. Personal integrity and professionalism are the cornerstones of the profession and serve as the basis for the Honor Code.

Professional Behavior

All individuals are expected to behave professionally. All unprofessional behavior is a violation of the Honor Code. Unprofessional behavior includes any act or omission that is unethical, improper, or contrary to accepted pharmacy practice or procedure and/or in violation of any local, state, or federal laws and regulations that may affect a student's ability to continue in the program or practice pharmacy.

Substance Abuse

Substance abuse within the program, in experiential rotation settings, and within the profession includes but is not limited to:

- Unlawful and unauthorized manufacture, distribution, dispensation, possession or use of narcotics, controlled substances, illicit drugs or alcohol;
- Abuse of any controlled substance, illicit drug, or alcohol;
- Operation of a motor vehicle under the influence of alcohol and/or other drug(s);
- Alteration or withholding of records to conceal drug abuse;
- Termination of employment or removal from an experiential rotation site for theft, fraud, deception, or illegal use or abuse of any substance;
- Actions that result in the conviction of a drug or alcohol-related misdemeanor;
- Actions that result in the conviction of a felony;
- Actions which result in probation, revocation or suspension of a Pharmacy Intern License (or equivalent) by any State Board of Pharmacy or equivalent health professional regulatory board; or
- Inability to qualify for a Pharmacy Intern License (or equivalent) by any State Board of Pharmacy or equivalent health professional regulatory board.

Unlawful and illicit for these purposes is defined as violation of federal, state or local regulations, policy, procedures, and rules, including legal statutes. Educational setting means University or College operated buildings and grounds or while conducting University or College business away from the actual premises, including experiential or service- learning sites. Professional activities relate to professional meetings.

The use of all tobacco products, including cigarettes and dipping or chewing tobacco, as well as e-cigarettes and other vaping related items, is prohibited on the Fort Wayne campus. Therefore, no student, faculty, or staff member may use tobacco or other inhalant products on the Fort Wayne campus premises, including parking lots. The use of alcohol is prohibited on the Fort Wayne campus without express written permission.

Essential resources to understanding these cornerstones may be found in the appendices of this handbook. The Pledge of Professionalism (Appendix B) provides a map of the various aspects one must strive for as a member of the profession of pharmacy. The Code of Ethics for Pharmacists (Appendix C) provides a framework for pharmacists regarding their ethical responsibilities. Finally, the Oath of the Pharmacist (Appendix D) brings together all these aspects into an oath that all practitioners take upon graduation.

Professional Appearance

The program is committed to preparing students to become professionals. Part of this process is learning what professional dress is and understanding the importance of one's appearance when interacting with patients or colleagues. These guidelines specify standards of attire that promote a professional appearance conducive to a positive learning environment. Faculty, staff and students must present a professional image to patients, colleagues, and the community. This code provides the expectations for professional appearance throughout the program.

Student pharmacists will be recognized by patients and professionals as both a representative of MU and the profession of pharmacy. Therefore, students are expected to conduct themselves in a courteous and professional manner and to dress professionally while at a pharmacy practice site.

Compliance with the list below is the expectation of every student while on rotation and in lab. However, a preceptor may require an alternate dress code for their specific rotation (e.g. surgical scrubs). In such cases, students must comply with such requirements.

- Student pharmacists must maintain good hygiene, wear a bright, clean and freshly ironed white coat, and wear a MU student nametag. White coats and nametags will be worn for all rotation activities. If the rotation site requires its own nametag, students will be expected to wear both nametags unless otherwise instructed by the Office of Experiential Education or the preceptor at the site.
- Student pharmacists must refrain from wearing perfume, cologne or strong-smelling creams and lotions while at the practice site. This includes essential oils.
- Appropriate student pharmacist attire includes skirts, dresses, or dress slacks worn with a blouse or collared shirt.
- Jeans, capris, shorts, mini-skirts, T-shirts, jogging suits, leggings, revealing clothing (such as low-cut, sheer, or see-through materials), hats, caps, etc., are considered inappropriate dress and are not allowed. This policy item does not apply to head coverings considered as a part of religious or cultural dress.
- Open-toed shoes are not permitted.
- Specific sites may vary from this policy. It is expected that the student will adhere to the dress code at that site.

Additional Dress Code Requirements

There may be other dress code requirements or allowances identified regarding courses, laboratories, work assignments or service activities. The coordinator for the specific activity will communicate the dress code requirement in advance of the scheduled start date.

Classroom Etiquette

Students are expected to exhibit self-discipline in the classroom. Certain behaviors are prohibited during class time. **Although not exhaustive, the following behaviors are prohibited:**

- Habitual absenteeism without reason and/or communication to the course coordinator.
- Repeatedly arriving late to class. If you are late and class has already begun, you should enter the room quietly and take the first open seat.
- Confronting the instructor in a physically, verbally, or otherwise aggressive manner. This type of behavior creates an unacceptable environment for all parties involved.
- Conversation or making noise during the presentation of material. Waiting until the breaks during lecture time to converse with other students is the accepted way to discuss issues.
- Walking in and out of the classroom during the class session. The expectation is that students should remain seated for the entire class session. If you must leave, do so as quietly as possible with minimal disruption.
- Frequently leaving class early. The expectation is that students will attend class in its entirety.
- Overt inattentiveness. Students should attempt to pay attention for the full length of a class. Reading books, newspapers, using a cell phone, inappropriate computer use or working on assignments for another class is not acceptable.
- Inappropriate tablet/computer use. During class, computers may be used for note-taking purposes only. Activities such as e-mailing, watching movies/videos, instant or text messaging, searching the internet,

etc. will not be permitted in the lecture hall while class is in session.

- Not keeping program laptop updated and functional – not reporting or following up promptly with Information Technology Services (ITS) after any laptop malfunction.
- Ringing cell phones. Cell phones should be silenced or turned off during classes and labs. In addition, cell phones may not be used to text message during class time.
- Not showing patience or courtesy to other students when they ask a question or make a statement. The expectation is that students will show respect for one another when they speak; Material that is clear to some may not be evident to others.
- Dominating classroom discussion or interrupting the instructor. The expectation is that the student will not interrupt other students or the instructor while speaking.
- Sleeping in class.
- Dressing inappropriately. All students should adhere to the College Dress Code as stated in this Handbook.
- Monopolizing the presenter's time with questions that may not be generally relevant to the subject being discussed. Students that have specific questions should approach the instructor following the lecture or during office hours.
- Disputing the instructor's authority or expertise. Students should not try to devalue the professor's authority, judgment, and expertise.
- Eating or drinking from unapproved containers in the lecture halls.
- Chewing gum in such a way that it makes noises that will be distracting to neighboring students. Placing chewed gum on desks or other university property.
- Shuffling through papers, cleaning out a backpack, or purse during lecture.
- Attending class under the influence of alcohol or other drugs.

Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience:

- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language.
- Never make fun of someone's ability to read or write.
- Think and edit before you push the "Send" button

Professional Conduct Committee

The Doctor of Pharmacy Professional Conduct (PCC) Committee will adjudicate all complaints regarding alleged violations of the Doctor of Pharmacy Honor Code (See Appendix A).

Honor Code Violations Process and Hearing Procedures

Key terms in this process are defined as:

- complainant – individual filing the complaint
- respondent – individual against whom the complaint was filed

Reporting Phase

1. A report is filed when an alleged violation of the Honor Code occurs and is witnessed by any member of the program community – student, staff, preceptor, and/or faculty member.
2. Members of the program community are expected to report all violations of the Honor Code.
3. All complaints must be submitted using the Honor Code violation complaint form. The link to this web form is available in the [Pharmacy Home](#) Canvas module entitled Honor Code Complaint. An automated response that acknowledges receipt of the complaint will be sent to the complainant.
4. A member of the program community may not file a complaint on behalf of another individual; the complainant must have direct personal knowledge of the alleged violation.
5. If a complaint or any portion of a complaint involves alleged misconduct that would violate the University's Title IX policy, the entire complaint will be investigated and adjudicated in accordance with the University's Title IX policy rather than the Doctor of Pharmacy Honor Code. The PharmD program PCC shall not adjudicate any part of a complaint if that complaint contains an alleged violation of the University's Title IX policy.

Recording Phase (up to five business days following reporting)

1. Once the form has been completed and submitted, the complaint enters the recording phase. The submitted form is received by the PCC support staff member. The staff member will then contact the student asking for additional information and give them two (2) business days to respond to the complaint. Once received, the information will be recorded and sent to PCC.

Action Phase

1. Within ten (10) business days of a complaint being filed, the PCC chair will convene the preliminary review panel to determine if a formal hearing is necessary. The panel will determine whether a violation may have occurred and assign a level to the submission. Submissions will be assigned as Level I, Level II, or Level III depending on the nature of the potential offense and what consequences may be necessary. The preliminary review panel may also decide that the submission does not warrant any further steps and is not considered a violation. The consequences for each of the three levels are described as follows:
 - **Level I:** The complaint will be referred to the full PCC for a formal hearing.
 - **Level II:** The complaint will be addressed through a required meeting with at least two members of the preliminary review panel, and the respondent will be required to write a reflective statement within 3 business days after the meeting.
 - **Level III:** The complaint will be recorded within the PCC incident database, and no further action is needed.

Following the report, the staff member will email the respondent and the complainant and assist in scheduling a meeting time with the respondent for Level II and Level I hearings. For Level I and II complaints, the respondent's faculty mentor will be included in the communication to the respondent.

PCC Hearing Procedure

1. If the preliminary review panel determines whether a referral for a formal hearing is appropriate, the staff member will provide the respondent and the complainant, in writing, the following information, with a copy sent to the respondent's faculty mentor and the Office of Student Life, Fort Wayne:
 - Summary of the grievance - notice that a hearing will be held within the month of the submission of the complaint. Other hearing times are possible based on the timing of complaint and response.
 - Notice that the respondent and the complainant have up to three (3) business days to submit any evidence to the PCC;
 - Notice that the respondent has the right to refuse to appear before the PCC and such refusal will not amount to an admission of guilt;
 - Notice that the respondent has the right to participate in the hearing but remain silent;
 - Notice that the respondent has the right to present a statement on his or her own behalf and present relevant evidence in the form of written or otherwise tangible evidence; if the respondent is unable to attend the hearing, this could be provided in advance.
 - Notice that the respondent's academic progression (including remediation) may be interrupted until the results of the hearing are reported;
 - Notice that in any case related to experiential education, participation at an experiential site may be discontinued until the results of the hearing are reported; and
 - Notice that the respondent is encouraged to seek advice and counsel from his or her faculty mentor.

Evidence - all evidence will be made available to all parties involved in the complaint at least one business day prior to the hearing for their review.

Hearing –

1. All PCC members must be present for the hearing. Any members who cannot be present or who may need to recuse themselves from the proceeding must contact the PCC chair prior to the hearing. Any absent or recused members shall be replaced as follows:
 - Two alternate faculty members shall be appointed by the Dean of the School of Pharmacy to serve as the replacements for other faculty and will serve on hearings regarding potential violations of the Honor Code.
 - If the alternate faculty members are not available, additional alternates will be appointed by the Dean of the School of Pharmacy.
2. The formal hearing is an internal process – rules of evidence do not apply, and legal counsel will not be permitted to be present or represent the complainant or the respondent. A respondent may have a representative present for moral support (such as a faculty mentor); however, this individual will not be permitted to participate in the hearing.
3. All parties involved in the hearing will be notified that all information shared in the hearing is confidential and may not be shared with anyone outside of the hearing.
4. The complaint and evidence thereof will be presented by the complainant in the hearing. The PCC shall have an opportunity to question the complainant and all evidence submitted.

5. The respondent will present his or her statement and evidence submitted. The PCC members shall have an opportunity to question the respondent and all evidence submitted.
6. During the hearing, the chair may exclude evidence, written or oral, that is repetitive, speculative, or irrelevant.
7. Obtaining evidence from any sources outside the program shall be the responsibility of the party seeking the information. The program will provide reasonable assistance to all parties in obtaining records and information maintained by the College, if deemed appropriate by the Dean of the School of Pharmacy.
8. All witnesses shall be excluded from the hearing until they are called to testify. All witnesses will be asked to affirm that the information they are presenting is accurate and complete to the best of their knowledge. Witnesses may submit a written statement in lieu of appearing to testify.
9. The PCC will then meet in closed session to determine whether the complaint has been substantiated by a preponderance of the evidence and assign sanctions. All complaints shall be decided based on evidence presented. Lack of witnesses or evidence will not create presumptions that the testimony and evidence would be favorable to the complainant or respondent.
10. The PCC shall vote in all cases and all questions before the PCC shall be decided by majority vote.
 - Within three (3) business days of its decision, the committee chair will send a written report to the respondent, the respondent's faculty mentor, and the ADAP summarizing the complaint, the hearing, the decision and sanction(s) imposed. The outcome of the hearing will not be shared with the complainant.
 - Reprimands/sanctions that may be issued by the PCC for violations of the Honor Code include, but are not limited to, the following non-academic consequences:
 - Formal written reprimand placed in student file.
 - Disciplinary probation – Imposed for a defined period in which the respondent may not participate in program sponsored extra-curricular activities or serve as an officer in any pharmacy student professional organization. (Disciplinary probation is separate and distinct from academic probation.) If the respondent is found to be in violation of program regulations during this period, a more severe sanction may be imposed. At the end of the defined period of probation, the respondent will return to good standing.
 - Extra-curricular activities include any activities beyond those needed to meet co-curricular requirements.
 - Suspension – Imposed for a defined period in which the respondent is not permitted to attend classes or be present on campus. At the end of the suspension period, the respondent may apply to the Dean of the School of Pharmacy for reinstatement.
 - Expulsion – The respondent is removed from the program and permitted to apply for reinstatement or readmission to the program.

In addition to the actions stated above, the PCC may place other requirements on the respondent that relate to the complaint, including but not limited to restitution or repair when property is damaged, completing additional assignments or obtaining counseling. Sanctions issued by the PCC do not preclude any academic sanctions or consequences associated with the violation.

PCC proceedings, materials, records, and decisions are confidential and will be conducted and maintained in a manner that preserves confidentiality to the most reasonable extent possible. If any person present during an PCC hearing discusses details of that hearing with individuals other than the PCC chair, the ADPA, or a faculty mentor made aware of the complaint during the process, that individual will be submitted to PCC due to privacy

concerns related to the subject matter. The complainant may communicate with the Dean of the School of Pharmacy for purposes of sanction appeal.

Appeals Process

The decision of the PCC on the student's responsibility in the alleged actions is final and may not be appealed. The imposed activities or sanctions of the PCC may be appealed to the Dean of the School of Pharmacy (Dean). The student must submit the appeal to the Dean within five (5) business days of receipt of the letter outlining the PCC's hearing decision. The appeal must be in writing and must be filed in the Dean's office. The appeal must be based on one or more of the following criteria:

1. Production of new evidence or relevant facts not produced at the hearing.
2. A claim of inadequate consideration of specific evidence.
3. A claim that a rule or regulation of the program applied in the case is not applicable.
4. A claim that the complaint hearing process was not appropriately followed.
5. A claim that the reprimand was unduly severe.

The Dean may not overturn the PCC's decision that a student is or is not responsible for the alleged violations. The Dean shall issue his or her decision concerning the appeal of actions or sanctions within three (3) business days of his or her receipt of the appeal. The Dean's decision is final. If no appeal is received within the prescribed time frame, PCC's actions and sanctions are final.

Honor Code Affirmation

The Manchester University Doctor of Pharmacy Honor Code will be affirmed following review of the Pharmacy Student Handbook, completion of a document attesting to the individual's review and acceptance of the Honor Code, and the signing of the Honor Code as part of program orientation.

"I affirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Honor Code Reaffirmation

The Honor Code reaffirmation pledge has been created to reinforce the importance of academic integrity when addressing cheating and plagiarism. This pledge needs to be utilized for individual examinations and work assigned for classes, clinics, internships, and all other types of instruction offered within the program.

"I reaffirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Misconduct Policy Violations

Misconduct Policies are in the University's student handbook, 'The Source'. The policies located in the Source's Misconduct Policy section are designed to create a community in which individuals are treated with respect and in which all share in the responsibility for creating a positive community. These behaviors are violations of University policies and may be violations of federal, state, and local law. For a full listing of Indiana state laws, please reference the in.gov website. MU reserves the right to enforce all policies, procedures, and received government directives.

1. HARASSMENT, INTIMIDATION, PROVOCATION, HAZING AND FIGHTING
2. EXPRESSIONS OF HATE/DISRESPECTFUL BEHAVIOR
3. SEXUAL ASSAULT
4. DISORDERLY CONDUCT

5. GUESTS
6. DISCRIMINATION
7. NON-COMPLIANCE WITH UNIVERSITY OFFICIALS
8. SOLICITING, SALES, AND FUNDRAISING
9. FIRE SAFETY ASSOCIATED GUIDELINES
10. WEAPONS
11. THEFT
12. PROPERTY DAMAGE AND LITTERING
13. PETS/OTHER ANIMALS
14. ALCOHOLIC BEVERAGES
15. DRUGS
16. TOBACCO-FREE CAMPUS POLICY
17. DISHONESTY
18. INAPPROPRIATE USE/ENTRY OF UNIVERSITY PROPERTY/FACILITIES
19. INAPPROPRIATE DISPLAYS ON WINDOWS, DOORS, AND IN ROOMS
20. STUDENT RESIDENCE
21. IDENTIFICATION CARDS
22. VEHICLE REGULATIONS
23. SKATEBOARDING/HOVERBOARDS
24. ELECTRONIC DEVICES
25. DOMESTIC AND DATING VIOLENCE, STALKING
26. LOCAL, STATE AND FEDERAL LAWS

All incidents should be reported through the "ReportIt!" form at <https://forms.manchester.edu/title9/>

Academic Programs, Policies, and Procedures

The MU PharmD program is a four-year program that requires a minimum of two years of pre-pharmacy coursework for admission. This program provides an integrated educational experience that combines pharmaceutical sciences and pharmacy practice to prepare students for professional success.

Course Registration

Registration for courses is coordinated through the Office of the Registrar using Spartan Self-Service. Students will receive registration instructions prior to the beginning of each semester.

Curriculum

The curriculum consists primarily of three years of didactic (i.e., classroom) instruction, incorporating Introductory Pharmacy Practice Experiences (IPPEs) within coursework, followed by a fourth year dedicated to Advanced Pharmacy Practice Experiences (APPEs). Upon successful completion of the program, graduates must pass the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE)* to obtain licensure as a pharmacist.

**The MPJE must be passed in most states to obtain licensure.*

Manchester University MU PharmD program Curriculum (Both On-Campus and Distance Pathway Plans of Study) – Starting with entering class Fall 2025

Academic Term	PHRM	Course Name	Credit Hours	Total
P1 Fall	310	Pharmaceutical Biochemistry	5	17.5
	322	Drug Information	2	
	330	Pharmacy Practice Lab I	1	
	334	Pharmaceutics I	2.5	
	336	Pharmaceutical Calculations	2	
	340	Patient Centered Care	5	
P1 Spring	318	Immunology	2	17.5
	332	Pathophysiology	4	
	325	Nonprescription Therapeutics	3	
	331	Pharmacy Practice Lab II	1	
	335	Pharmaceutics II	2	
	337	Pharmacokinetics/Pharmacogenomics	2	
	371	IPPE I Community*	3.5	
P2 Fall	411	Integrated Pharmacotherapy (IPT) 1	4	15 -18
	412	Integrated Pharmacotherapy (IPT) 2	5	
	421	Case Conference 1	1	
	430	Pharmacy Practice Lab III	1	
		US Healthcare Systems and Public Health	4	
	444	Elective****	0-3	
P2 Spring	413	Integrated Pharmacotherapy (IPT) 3	5	17.5-20.5
	414	Integrated Pharmacotherapy (IPT) 4	3	
	420	Drug Literature Evaluation	2	
	422	Case Conference 2	1	
	434	Pharmacy Practice Lab IV	0.5	
	445	Patient Safety	2	
	471	IPPE II Institutional**	4	
		Elective****	0-3	
P3 Fall	515	Integrated Pharmacotherapy (IPT) 5	5	14.5-17.5
	516	Integrated Pharmacotherapy (IPT) 6	5	
	523	Case Conference 3	1	
	535	Pharmacy Practice Lab V	0.5	
	540	Practice and Personnel Management	3	
		Elective****	0-3	
P3 Spring	517	Integrated Pharmacotherapy (IPT) 7	5	

	518	Integrated Pharmacotherapy (IPT) 8	3	
	525	Capstone	5	
	541	Pharmacy Law	2	
		Elective****	0-3	15-18
P4 Year*****	610	APPE Advanced Community	4	
	620	APPE Advanced Institutional	4	
	630	APPE Ambulatory Care	8	
	640	APPE Acute Care	8	
	670	APPE Electives	16	
		Personal and Professional	2	
	600	Development		42
TOTAL				144

Manchester University MU PharmD program Curriculum (On-Campus, Plan of Study) – Class entering Fall 2022 through Fall 2024

Academic Term	PHRM	Course Name	Credit Hours	Total
P1 Fall	310	Pharmaceutical Biochemistry	5	
	322	Drug Information	2	
	330	Pharmacy Practice Lab I	1	
	334	Pharmaceutics I	2.5	
	336	Pharmaceutical Calculations	2	
	340	Patient Centered Care	5	17.5
P1 Spring	318	Immunology	2	
	319	Pathophysiology	3	
	325	Nonprescription Therapeutics	3	
	331	Pharmacy Practice Lab II	1	
	335	Pharmaceutics II	2	
	337	Pharmacokinetics/ Pharmacogenomics	2	
	370	IPPE I Community*	3	16
P2 Fall	402	Interprofessional Education 1	0.5	
	411	Integrated Pharmacotherapy (IPT) 1	4	
	412	Integrated Pharmacotherapy (IPT) 2	5	
	421	Case Conference 1	1	
	430	Pharmacy Practice Lab III	1	
		Healthcare Systems and Patient	4	
	442	Safety		
			0-3	
		Elective****		15.5 -18.5
P2 Spring	403	Interprofessional Education 2	0.5	
	413	Integrated Pharmacotherapy (IPT) 3	5	

	414	Integrated Pharmacotherapy (IPT) 4	3	
	420	Drug Literature Evaluation	2	
	422	Case Conference 2	1	
	434	Pharmacy Practice Lab IV	0.5	
	443	Pharmacy in Public Health	3	
	471	IPPE II Institutional**	4	
		Elective****	0-3	19-22
P3 Fall	502	Interprofessional Education 3	0.5	
	515	Integrated Pharmacotherapy (IPT) 5	5	
	516	Integrated Pharmacotherapy (IPT) 6	5	
	523	Case Conference 3	1	
	535	Pharmacy Practice Lab V	0.5	
	540	Practice and Personnel Management	3	
		Elective****	0-3	15-18
P3 Spring	503	Interprofessional Education 4	0.5	
	517	Integrated Pharmacotherapy (IPT) 7	5	
	518	Integrated Pharmacotherapy (IPT) 8	3	
	524	Case Conference 4	1	
	536	Capstone & Lab	4	
	541	Pharmacy Law	2	
		Elective****	0-3	15.5-18.5
P4 Year*****	610	APPE Advanced Community	4	
	620	APPE Advanced Institutional	4	
	630	APPE Ambulatory Care	8	
	640	APPE Acute Care	8	
	670	APPE Electives	16	
		Personal and Professional		
	601	Development	0.5	40.5
TOTAL				144

**Manchester University MU PharmD program Curriculum (Distance Pathway,
Plan of Study) - Class entering Fall 2022 through Fall 2024**

Academic Term	PHRM	Course Name	Credit Hours	Total
P1 Fall	322	Drug Information	2	
	330	Pharmacy Practice Lab I	1	
	334	Pharmaceutics I	2.5	
	336	Pharmaceutical Calculations	2	
	340	Patient Centered Care	5	
		Elective****		12.5
P1 Spring	310	Pharmaceutical Biochemistry	5	

	318	Immunology	2	
	325	Nonprescription Therapeutics	3	
	331	Pharmacy Practice Lab II	1	
	335	Pharmaceutics II	2	
	370	IPPE I Community*	3	
		Elective****		16
P1 Summer	319	Pathophysiology	3	
		Pharmacokinetics/	2	
	337	Pharmacogenomics		5
		Elective****		
P2 Fall	402	Interprofessional Education 1	0.5	
	411	Integrated Pharmacotherapy (IPT) 1	4	
	412	Integrated Pharmacotherapy (IPT) 2	5	
	421	Case Conference 1	1	
	430	Pharmacy Practice Lab III	1	
		Healthcare Systems and Patient	4	
	442	Safety		
		Elective****		15.5
P2 Spring	403	Interprofessional Education 2	0.5	
	413	Integrated Pharmacotherapy (IPT) 3	5	
	414	Integrated Pharmacotherapy (IPT) 4	3	
	420	Drug Literature Evaluation	2	
	422	Case Conference 2	1	
	434	Pharmacy Practice Lab IV	0.5	
	471	IPPE II Institutional**	4	
		Elective****		15.5
P2 Summer	443	Pharmacy in Public Health	3	
		Elective ****		3
P3 Fall	502	Interprofessional Education 3	0.5	
	515	Integrated Pharmacotherapy (IPT) 5	5	
	516	Integrated Pharmacotherapy (IPT) 6	5	
	523	Case Conference 3	1	
	535	Pharmacy Practice Lab V	0.5	
	540	Practice and Personnel Management	3	
		Elective****		15
P3 Spring	503	Interprofessional Education 4	0.5	
	517	Integrated Pharmacotherapy (IPT) 7	5	
	518	Integrated Pharmacotherapy (IPT) 8	3	

	524	Case Conference 4	1	
	536	Capstone & Lab	4	
	541	Pharmacy Law	2	
		Elective****		15.5
P4 Year****	610	APPE Advanced Community	4	
	620	APPE Advanced Institutional	4	
	±630	APPE Ambulatory Care	±16 total (at least 6	
			each between	
	±640	APPE Acute Care	630/640)	
	670	APPE Electives	12	
		Personal and Professional		
	601	Development	0.5	
		Elective ****		40.5
TOTAL				144

****Electives: 5 total credit hours of elective didactic coursework are required.

Introductory Pharmacy Practice Experience (IPPEs) are conducted during the first and second years of the MU PharmD program. The IPPE I course is focused on community pharmacy practice. All first-year students conduct 2 weeks (80 hours) of rotation time during January. Students return to their practice site once per week for 4-hour experiences throughout the spring semester (60 hours). Students conduct 140 IPPE hours upon completion of their IPPE I course.

The IPPE II course is focused on institutional pharmacy practice. All second-year students conduct a 4-week (160) experience in either January or June.

Students complete **APPEs** over the course of their fourth year in the MU PharmD program with a minimum of 40 credit hours. Each student must complete the following:

- Minimum of 4 credit hours PHRM 610 Community Pharmacy Experience
- Minimum of 4 credit hours PHRM 620 Institutional Pharmacy Experience
- Minimum of 16 credit hours combined with PHRM 630 Ambulatory Care Experiences and PHRM 640 Acute Care Experiences – at least 6 credit hours in each setting

Students may conduct additional experiences listed above, or up to 16 credit hours in PHRM 670 elective pharmacy experiences to complete the full requirement for 40 credit hour APPE requirement. Each student must complete a minimum of one non-elective, direct patient care APPE precepted by faculty members employed at MU. A minimum of 32 credit hours of required APPEs must involve direct patient care.

***** Travel and/or lodging may be required to satisfactorily complete APPE rotations. These will be at the student's expense as applicable.

Pharmacy Course Descriptions

PHRM 310 Pharmaceutical Biochemistry – 5 hours

This course will cover essential topics in medicinal and biochemistry, including structure-function of biomolecules, enzymology, metabolism, molecular biology, receptor physiology, and fundamentals of drug design and action.

Prerequisite: None

PHRM 318 Immunology – 2 hours

This course focuses on immunity and the body's self-defense mechanisms during host-microbe, host-immune factor, and immune-microbe interactions. The course will consider both innate and adaptive immunity and include the structure and function of key receptors including immunoglobulins, T cell receptors, and innate pattern recognition receptors. The mechanisms of antibody formation and molecular aspects of cellular immunity, including T and B cell interactions and lymphocyte memory formation, will be emphasized, and connections to pharmaceutical biochemistry will be highlighted. Prerequisite: None

PHRM 319 Pathophysiology – 3 hours

This course focuses on the pathophysiology of the human musculoskeletal, cardiovascular, nervous, endocrine, and renal systems and how these systems are altered by various physiologic challenges. Emphasis is on the integrated mechanistic understanding of the molecular, structural, and functional alterations in cells, tissues, and organ systems in human disease. This course covers major topics in pathophysiology including etiology, pathogenesis, adaptation and common clinical signs and symptoms of disease. Prerequisite: None

PHRM 332 Pathophysiology – 4 hours

This course focuses on the pathophysiology of the human musculoskeletal, cardiovascular, nervous, endocrine, and renal systems and how these systems are altered by various physiologic challenges. Emphasis is on the integrated mechanistic understanding of the molecular, structural, and functional alterations in cells, tissues, and organ systems in human disease. This course covers major topics in pathophysiology including etiology, pathogenesis, adaptation and common clinical signs and symptoms of disease. Prerequisite: None

PHRM 322 Drug Information – 2 hours

Drug Information is designed to provide students with a foundation for an evidence-based approach to pharmacy practice in all settings. Students will gain familiarity with the types of drug literature and their uses, regulations of drug development, and a variety of drug information specialty practices. Students will be expected to demonstrate critical thinking and commitment to lifelong learning. By the end of the course, students should be able to identify and use appropriate drug information resources to systematically respond to basic requests for drug information from patients and healthcare professionals.

Prerequisite: None

PHRM 325 Nonprescription Therapeutics – 3 hours

The focus of this course is the pharmacotherapeutic use of over the counter (OTC) medications, including dietary supplements. The course will introduce the student to issues surrounding the self-care decision making process. Special emphasis will be placed on how pharmacists may assist patients in safely and effectively self-treating common medical problems and to recognize when self-care is inappropriate. Home diagnostic tests, glucometers, and smoking cessation counseling/products are also discussed. PHRM 324 will be paralleled by activities in PHRM 331 and PHRM 370 in which students gain interviewing and problem-solving skills as they apply concepts learned in Nonprescription Therapeutics classes. Prerequisite: None

PHRM 330 Pharmacy Practice Lab 1 – 1 hour

The courses in the Pharmacy Practice Lab series are designed to provide students with the opportunity to engage in a variety of pharmacy practice skill sets. Each lab course will include a variety of activities simulating professional practice scenarios through the use of peer-teaching, faculty-student interactions, 12 demonstrations, student interactions with standardized patients, and pharmacy-specific and inter-professional frameworks. Students will be expected to demonstrate critical thinking skills and develop lifelong learning techniques through these courses.

Prerequisite: None

PHRM 331 Pharmacy Practice Lab 2 – 1 hour

The courses in the Pharmacy Practice Lab series are designed to provide students with the opportunity to engage in a variety of pharmacy practice skill sets. Each lab course will include a variety of activities simulating professional practice scenarios through the use of peer-teaching, faculty-student interactions, demonstrations, student interactions with standardized patients, and pharmacy-specific and inter-professional frameworks. Students will be expected to demonstrate critical thinking skills and develop lifelong learning techniques through these courses.

Prerequisite: None

PHRM 334 Pharmaceutics 1 – 2.5 hours

The Pharmaceutics course series is designed to teach essential concepts of physical pharmacy, pharmaceutics, biopharmaceutics and dosage form design, including compounding and evaluation of both sterile and non-sterile dosage forms. Pharmaceutics I discusses essential concepts of physical pharmacy, pharmaceutics, and their applications in dosage form design. The student will gain background knowledge and skills necessary to apply biopharmaceutical principles to the selection and evaluation of dosage forms for use in patients. After completing this course, students will have an overall understanding of the basic physicochemical principles and their applications to the design and development of dosage forms with emphasis on liquid dosage forms.

Prerequisite: None

PHRM 335 Pharmaceutics 2 – 2 hours

The Pharmaceutics course series is designed to teach essential concepts of physical pharmacy, pharmaceutics, biopharmaceutics and dosage form design, including compounding and evaluation of both sterile and non-sterile dosage forms. Pharmaceutics II is intended to provide the student with a comprehensive knowledge of the pharmaceutical principles essential for the successful formulation, design, compounding and evaluation of the various pharmaceutical dosage forms and drug delivery systems as well as biologics. The student will gain background knowledge and skills necessary to apply biopharmaceutical principles to the selection and evaluation of drug products for use in patients. Emphasis will be placed on the various formulation and physiologic factors that affect drug absorption, bioavailability and pharmacologic response. Prerequisite: None

PHRM 336 Pharmaceutical Calculations I – 2 hours

This course explores the various methods used to perform pharmaceutical calculations required for safe medication use. Accurately performing pharmaceutical calculations is a critical component in providing patient care in every pharmacy practice environment. The development of pharmaceutical calculations skills plays a significant role in building a competent pharmacist. Prerequisite: None

PHRM 337 Pharmacokinetics/Pharmacogenomics – 2 hours

This course examines the mathematical and conceptual principles of the time course of drug substances in various body compartments including absorption, distribution, metabolism, and excretion (pharmacokinetics). This course emphasizes the concepts of pharmacokinetics as they relate to human physiology, pathophysiology, delivery system and formulation factors, and the selection of the proper route of drug administration. The course also presents the evolution of pharmacogenetics/pharmacogenomics, the human genome, and modern applications of DNA information related to drugs. The influence of pharmacogenomic factors on pharmacokinetics and dosing regimens are examined in detail. The course emphasizes integration of concepts and application to both basic and clinical sciences. Prerequisite: None

PHRM 340 Patient-Centered Care – 5 hours

This course will help prepare students for their roles and responsibilities as pharmacists in the areas of listening to, informing, and involving patients in their care, communicating effectively with other healthcare professionals, and advocating on behalf of patients and for the pharmacy profession. Students will be introduced to the Pharmacists' Patient Care Process, which is essential to contemporary practice of pharmacy. Focus will be placed on cultural sensitivity and pharmacy law and ethics to ensure a high standard of patient care. This course will start to shape student attitudes about pharmacy practice as they begin to chart a course for their pharmacy education and future career. Prerequisite: None

PHRM 370 IPPE I – 3 hours

This introductory community pharmacy practice experience (IPPE I) course will help the student develop basic knowledge, professional identity, and self-confidence in the area of community pharmacy. Under the supervision and guidance of pharmacy professionals, the student will gain familiarity with all aspects of pharmacy practice in the community setting. The student is expected to build on knowledge and skills gained during the first professional year of college, achieving standard competencies for the practice of pharmacy in the community setting. Prerequisite: None

PHRM 371 IPPE 1 – 3.5 hours

This introductory community pharmacy practice experience (IPPE I) course will help the student develop basic knowledge, professional identity, and self-confidence in the area of community pharmacy. Under the supervision and guidance of pharmacy professionals, the student will gain familiarity with all aspects of pharmacy practice in the community setting. The student is expected to build on knowledge and skills gained during the first professional year of college, achieving standard competencies for the practice of pharmacy in the community setting. Prerequisite: None

Prerequisite: None

PHRM 382 Independent Study – 1-3 hours – elective

This course is designed to provide students with additional preparation for the successful completion of coursework. Content will focus on core course information and may be individualized for student needs. Students may be required to enroll in this course as part of a progression requirement or class remediation plan. Prerequisite: Permission

PHRM 411 Integrated Pharmacotherapy 1 – 4 hours

The courses in the integrated pharmacotherapy series will be centered on a body system and/or disease states, particularly the pulmonary and renal systems and their disease states. Lectures will incorporate instruction about the pathophysiology of aforementioned body systems/disease states, the pharmacology of the agents used to treat the disease states, and the therapeutics and management of patients.

Pharmacokinetics, special populations (such as pediatrics and elderly populations), and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. The focus of this course series is to provide students with a well-rounded understanding of caring for patients in a variety of medical circumstances. Prerequisite: Successful completion of all P1 courses with a grade of C, Pass, or better.

PHRM 412 Integrated Pharmacotherapy 2 – 5 hours

The courses in the integrated pharmacotherapy series will be centered on a body system and/or disease states. Each course will incorporate instruction about the pathophysiology of body systems/disease states, the pharmacology and medicinal chemistry of the agents used to treat the disease states, and the therapeutics and management of patients. Pharmacogenomics, special populations, and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. The focus of this course series is to provide students with a well-rounded understanding of caring for patients in a variety of medical circumstances. This course provides this content for cardiology and anticoagulation conditions. Prerequisite: Successful completion of all P1 courses with a grade of C, Pass, or better.

PHRM 413 Integrated Pharmacotherapy 3 – 5 hours

The courses in the integrated pharmacotherapy series will be centered on a body system and/or disease states. Each course will incorporate instruction about the pathophysiology of body systems/disease states, the pharmacology and medicinal chemistry of the agents used to treat the disease states, and the therapeutics and management of patients. Pharmacogenomics, special populations, and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. The focus of this course series is to provide students with a well-rounded understanding of caring for patients in a variety of medical circumstances. Prerequisite: Successful completion of all P1 year courses and PHRM 412 with grade of Pass, C or better.

PHRM 414 Integrated Pharmacotherapy 4 – 3 hours

The courses in the integrated pharmacotherapy series will be centered on a body system and/or disease states. Each course will incorporate instruction about the pathophysiology of body systems/disease states, the pharmacology and medicinal chemistry of the agents used to treat the disease states, and the therapeutics and management of patients. Pharmacogenomics, special populations, and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. The focus of this course series is to provide students with a well-rounded understanding of caring for patients in a variety of medical circumstances. This course provides this content for pediatric, nutrition, hepatic, and non-immune-mediated gastrointestinal conditions. Prerequisite: Successful completion of all P1 courses with a grade of C, Pass, or better.

PHRM 420 Drug Literature Evaluation – 2 hours

Drug Literature Evaluation builds on the foundational evidence-based medicine practice skills developed in Drug Information. Students will gain familiarity with medication use management strategies, multiple types of pharmacy-related study design, and the process of evaluating the clinical usefulness of a medication. Students will be expected to demonstrate critical thinking; synthesize information from multiple resources; and write clearly, concisely, and professionally. By the end of the course, students should be able to comprehend, assess, and evaluate relevant primary, secondary and tertiary literature and determine its potential impact on clinical practice. Prerequisite: Successful completion of PHRM 322, with a C or better.

PHRM 421 Case Conference 1 – 1 hour

Case Conference is a 4-course series of classes that students will progress through during their P2 to P3 year. The purpose of the case conference series is to allow students to progress in their critical thinking and clinical knowledge as they reinforce and apply what they have learned in the classroom to patient cases to facilitate the transition to become APPE-ready. Students will be able to successfully identify and resolve medication related problems and develop comprehensive patient-centered plans to optimize drug therapy in order to achieve positive outcomes utilizing the Pharmacists' Patient Care Process (PPCP). Case Conference I will have an emphasis on instruction for patient documentation (with emphasis on care plans), evaluating patient cases, and problem prioritization. Patient cases will be a mixture of topics learned in the P1 curriculum, as well as Integrated Pharmacotherapy 1&2 to reinforce concepts taught in the classroom. Students will receive foundational knowledge during this course that will allow them to be successful in future Case Conference and Integrated Pharmacotherapy courses. Prerequisite: Successful completion of all P1 courses with a grade of C, Pass, or better.

PHRM 422 Case Conference 2 – 1 hour

Case Conference is a 4-course series of classes that students will progress through during their P2 to P3 year. The purpose of the case conference series is to allow students to progress in their critical thinking and clinical knowledge as they reinforce and apply what they have learned in the classroom to patient cases to facilitate the transition to become APPE-ready. Students will be able to successfully identify and resolve medication-related problems and develop comprehensive patient-centered plans to optimize drug therapy in order to achieve positive outcomes utilizing the Pharmacists' Patient Care Process (PPCP). Patient cases will be a mixture of topics learned in the classroom to reinforce concepts taught in the IPT courses along with disease states that are not covered to exercise skills of self-directed learning. Prerequisite: Successful completion of all P1 year courses with grade of Pass, C or better

PHRM 430 Pharmacy Practice Lab 3 – 1 hour

The courses in the Pharmacy Practice Lab series are designed to provide students with the opportunity to engage in a variety of pharmacy practice skill sets. Examples of these skill sets include top 200, counseling and patient interactions, calculations, order preparation and verification, EHRGo, and treatment plan development. Each lab course will include a variety of activities simulating professional practice scenarios through the use of peer-teaching, faculty-student interactions, demonstrations, student interactions with standardized patients, and pharmacy-specific and inter-professional frameworks. Students will be expected to demonstrate critical thinking skills and develop lifelong learning techniques through these courses. Prerequisite: Successful completion of all P1 courses with a grade of C, Pass, or better.

PHRM 434 Pharmacy Practice Lab 4 – 0.5 hour

The courses in the Pharmacy Practice Lab series are designed to provide students with the opportunity to engage in a variety of pharmacy practice skill sets. Examples of these skill sets include top 200, counseling and patient interactions, calculations, order preparation and verification, EHRGo, treatment plan development, and APPE Preparation skills. Each lab course will include a variety of activities simulating professional practice scenarios through the use of peer-teaching, faculty-student interactions, demonstrations, student interactions with standardized patients, and pharmacy-specific and inter-professional frameworks. Students will be expected to demonstrate critical thinking skills and develop lifelong learning techniques through these courses. Co-requisite: PHRM 413

PHRM 442 Healthcare Systems & Patient Safety – 4 hours

Healthcare systems & patient safety is designed to provide students with the foundational knowledge of the U.S. healthcare system and the skills to administer safe pharmaceutical care. Building on the comprehensive overview of the pharmacy profession in previous courses, this course will cover care delivery models, health insurance, medication distribution, and healthcare safety, accessibility, and quality. Discussions of the medication use system, error analysis, prevention, and risk communication will allow students to understand and advocate for safe medication practices. Students will gain familiarity with informatics and technologies that can be used to reduce risk and prevent medication errors. By the end of the course, students will have a sufficient understanding of the U.S. healthcare system and the ways to minimize risk and enhance patient safety to provide optimal patient-centered care. Prerequisite: None

PHRM 443 Pharmacy in Public Health – 3 hours

Pharmacists are an integral part of the health care system. Their vital role in the health of the population requires pharmacists to have an awareness of public health issues and their root causes, the ability to identify how the profession can contribute to public health, and the knowledge of where to find information about a variety of public health issues. Pharmacists who understand public health will develop the ability to serve in proactive roles to protect the health of their patients. This course is an organized introduction to the vast field of public health and aims to spark students' imagination on meaningful ways of contributing to public health through the art and science of the profession of pharmacy. Prerequisite: None.

PHRM 444 US Healthcare Systems and Public Health

This course combines the foundational principles of the U.S. healthcare system with the critical role of pharmacists in public health, preparing students to deliver safe, equitable, and patient-centered care. Students will explore healthcare delivery models, health insurance, medication distribution, and the use of informatics and technology in healthcare systems. The course also emphasizes public health topics such as disease prevention, health promotion, epidemiology, health disparities, and population health management, addressing challenges like cardiovascular disease, tobacco cessation, antibiotic stewardship, and mental health. Through case studies and practical exercises, students will learn to assess community health needs, design interventions, and advocate for public health initiatives, equipping them to improve both individual and population health outcomes through the art and science of pharmacy. Prerequisite: None

PHRM 445 Patient Safety

This course will introduce pharmacy students to the fundamental principles of patient safety, emphasizing quality improvement, systems thinking, and the identification, prevention, and analysis of medication errors. Students will explore how systemic factors contribute to errors and learn strategies to enhance medication safety through structured risk assessment, root cause analysis, proactive error prevention techniques and the utilization of informatics and technology to reduce risks and prevent errors. Through case studies and group discussions, students will develop the skills to analyze errors, implement system-based solutions, and foster a culture of continuous quality improvement in pharmacy practice. Prerequisite: None

PHRM 462 Research and Innovative Practice Seminar – 1 hour - elective

Current topics, innovative practice, and current research in pharmacy, pharmaceutical sciences, and related scientific disciplines will be presented. Invited speakers from within and outside the Manchester community will provide a formal seminar, exposing students to research methodologies, potential student research projects, and networking opportunities. This course may be repeated up to 3 times. Prerequisite: None

PHRM 463 Research Techniques in Pharmaceutical Sciences – 1 hour - elective

This course will provide an introduction to the laboratory techniques used in contemporary pharmaceutical sciences research. Students will learn the theory behind the most common laboratory experiments, including mammalian tissue culture, Western blotting, isolation and purification of nucleic acids, quantitative polymerase chain reaction, and others. These techniques will then be applied in the laboratory setting. Prerequisite: None

PHRM 464 Strategies for Success – 1 hour - elective

Students will develop skills and techniques to enhance learning and retention in the Doctor of Pharmacy curriculum. Content will focus on research-based study skills that will be applied to the students' current didactic courses as weekly assignments. These study techniques and assignments may be individualized based on student and content needs. Students will regularly participate in study tables and may have additional assignments and course responsibilities designed to improve retention and wellness. This course can be taken multiple times, but only 1 credit will count towards a student's professional electives when applicable.

Prerequisite: Permission Alternate Plan, Didactic Course Faculty Request, or Faculty Mentor Request

PHRM 471 IPPE II Institutional – 4 hours

This introductory institutional pharmacy practice experience (IPPE II) course will develop students' basic knowledge, professional identity and self-confidence in the area of institutional pharmacy. Under the supervision and guidance of pharmacy professionals, students will gain familiarity with all aspects of pharmacy practice in selected institutional settings. Students will be expected to build on knowledge and skills gained during their first professional year of school, achieving standard competencies for the practice of pharmacy in the institutional setting bearing in mind that competence at a mastery level in all areas is not to be expected at this stage of the student's education. Prerequisite: Successful completion of all P1 year courses with grade of Pass, C or better. Completion of PHRM 430, PHRM 442.

PHRM 482 Independent Research – 1-3 hours - elective

This elective course is designed to allow students to pursue research interests and become familiar with techniques used in research of discovery, integration, application, and/or scholarship of teaching and learning. In collaboration with a faculty research mentor, each student will select an appropriate research problem and work towards its solution. This course may be repeated up to a total of 3 times for a maximum of 9 credits.

Prerequisite: Permission

PHRM 493 Teaching Assistant – 1-2 hours - elective

This elective course will enable students to serve as Teaching Assistants (TAs) in a variety of pharmacy courses. TAs will develop skills in using a learning management system from the perspective of a TA. TAs will learn about FERPA and the requirements of this law. TAs may provide support at study tables to assist students with core courses. TAs will work closely with their assigned course coordinator to complete other course-related tasks. This course can be taken multiple times, but only 1 credit will count towards student's professional electives. Prerequisite: Permission; Academic Good Standing

PHRM 494 Pharmacy in Athletic Training – 2 hours - elective

As Athletic Trainers' (ATs) typical scope of practice continues to diversify from athletes to the workforce at large, there is a growing need for AT/pharmacist collaboration to most effectively identify and safely manage the role medications play in AT outcomes and treatments. As the most accessible health care professionals, pharmacists are often asked to assist in triage and treatment of injuries, including selection and sizing of athletic braces and crutches, with limited to no formal training in these areas.

This course will run parallel to the Master's in Athletic Training (MAT) Pharmacy Course (ATTR 547), in which pharmacy students will learn the basics of MAT scope of practice, some simple athletic training injury prevention, treatment, and rehabilitation techniques, selection and fitting principles for common OTC braces and crutches, minor injury triage and treatment, and the role that medications play in MAT practice. Student pharmacist participants will lead topic discussions with the MAT students in ATTR 547 surrounding MAT-focused medication principles in disease states most commonly encountered in MAT daily practice, both in athletes and in workforce injury prevention and rehabilitation. Prerequisite: None

PHRM 515 Integrated Pharmacotherapy 5 – 5 hours

The courses in the integrated pharmacotherapy series will be centered on a body system and/or disease states. Each course will incorporate instruction about the pathophysiology of body systems/disease states, the pharmacology and medicinal chemistry of the agents used to treat the disease states, and the therapeutics and management of patients. Pharmacogenomics, special populations, and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. The focus of this course series is to provide students with a well-rounded understanding of caring for patients in a variety of medical circumstances. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 516 Integrated Pharmacotherapy 6 – 5 hours

This course provides an in-depth study of central nervous system (CNS) disorders, focusing on the diseases and conditions that impact CNS function. Students will explore the causes, symptoms, diagnostic approaches, treatment options, and the effects of these disorders on daily life. Designed to develop highly skilled clinical pharmacists, the course emphasizes the pharmacist's role in patient care. Students will learn the essential processes of information collection, assessment, and the development, implementation, and monitoring of treatment plans. Through a comprehensive approach, students will integrate knowledge of therapeutic interventions with pathophysiological and pharmacological mechanisms, applying patient-specific data to optimize disease management. Using evidence-based guidelines, they will analyze case reports, interpret laboratory findings, and apply pharmacological principles, including mechanisms of action, adverse effects, and appropriate management strategies for those effects. By the end of the course, students will be equipped with the skills to make informed clinical decisions and provide effective, individualized care for patients with CNS disorders. Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 517 Integrated Pharmacotherapy 7 – 5 hours

Integrated pharmacotherapy-7 centers on immunologic disorders, geriatrics, and critical care. For each therapeutic area, the course incorporates instruction on the physiology/pathophysiology, pharmacology and medicinal chemistry of the agents used to treat specific disease states, and the therapeutics and management of patients. Pharmacogenomics, special populations, and toxicology concepts will also be incorporated in the discussion of disease state treatment and management. Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 518 Integrated Pharmacotherapy 8 – 3 hours

This course provides an integrated study of pathophysiology, medicinal chemistry, pharmacology, and therapeutics, as they relate to the hematological system and oncology. The course covers key oncology topics, including carcinogenesis, chemotherapy pharmacology, targeted therapies, and supportive care strategies for managing treatment-related adverse effects. Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 523 Case Conference 3 – 1 hour

Case Conference is a 4-course series of classes that students will progress through during their P2 to P3 year. The purpose of the case conference series is to allow students to progress in their critical thinking and clinical knowledge as they reinforce and apply what they have learned in the classroom to patient cases to facilitate the transition to become APPE-ready. Students will be able to successfully identify and resolve medication related problems and develop comprehensive patient-centered plans to optimize drug therapy in order to achieve positive outcomes utilizing the Pharmacists' Patient Care Process (PPCP). Patient cases will be a mixture of topics learned in the classroom to reinforce concepts taught in the IPT courses along with disease states that are not covered to exercise skills of self-directed learning. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better

PHRM 524 Case Conference 4 – 1 hour

Case Conference is a 4-course series of classes that students will progress through during their P2 to P3 year. The purpose of the case conference series is to allow students to progress in their critical thinking and clinical knowledge as they reinforce and apply what they have learned in the classroom to patient cases to facilitate the transition to become APPE-ready. Students will be able to successfully identify and resolve medication related problems and develop comprehensive patient-centered plans to optimize drug therapy in order to achieve positive outcomes utilizing the Pharmacists' Patient Care Process (PPCP). Patient cases will be a mixture of topics learned in the classroom to reinforce concepts taught in the IPT courses along with disease states that are not covered to exercise skills of self-directed learning. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 525 Capstone – 5 credit hours

The purpose of this course is to provide a culminating Doctor of Pharmacy Capstone experience that will allow students to demonstrate their readiness to enter Advanced Pharmacy Practice Experiences (APPEs). Simulated APPE practice experiences and examinations will be utilized. Students will be asked to use previously learned and newly acquired information in new patient situations, draw connections between disparate information, justify a decision or recommendation, and produce new or original work such as clinical documentation and presentations. This course requires students to connect and relate knowledge and skills gained throughout the P1-P3 years, demonstrate critical thinking and problem solving, utilize the literature to create evidence-based recommendations, and demonstrate your ability to provide holistic, individualized and inclusive patient-centered care utilizing the JCPP Pharmacists' Patient Care

Process. Successful completion of all P1 and P2 year courses with grade of Pass, C or better.

PHRM 535 Pharmacy Practice Lab 5 – 0.5 hour

The courses in the Pharmacy Practice Lab series are designed to provide students with the opportunity to engage in a variety of pharmacy practice skill sets. Examples of these skills sets include top 200, counseling and patient interactions, treatment plan development, drug literature evaluation, and OSCE and APPE Prep. Each lab course will include a variety of activities simulating 20 professional practice scenarios through the use of peer-teaching, faculty-student interactions, demonstrations, student interactions with standardized patients, and pharmacy-specific and inter-professional frameworks. Students will be expected to demonstrate critical thinking skills and develop lifelong learning techniques through these courses. Successful completion of all P1 and P2 year courses with grade of Pass, C or better. Co-requisites: PHRM 515, PHRM 516

PHRM 536 Capstone – 4 hours

The purpose of this course is to provide a culminating Doctor of Pharmacy Capstone experience that will allow students to demonstrate their readiness to enter Advanced Pharmacy Practice Experiences (APPEs). Simulated APPE practice experiences, Standardized patients and Objective Structured Clinical Examinations (OSCEs) will be utilized and students will be asked to use previously learned and newly acquired information in new patient situations, draw connections between disparate information, justify a decision or recommendation, and produce new or original work such as Medication Use Evaluations (MUEs), SOAP notes, Patient Care Plans, SBARs, Patient Counseling, and Formal Case Presentations. This course requires students connect and relate knowledge and skills gained throughout the P1-P3 years, demonstrate critical thinking and problem solving, utilize the literature to create evidence-based recommendations, and demonstrate the ability to provide holistic, individualized and inclusive patient-centered care utilizing the JCPP Pharmacists' Patient Care Process. Success will be measured by the achievement of an entrustment Level II on the Doctor of Pharmacy programs entrustable professional activities (EPAs). Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better

PHRM 537 APPE Preparation – 4 hours

This course is designed to provide students additional preparation in order to be successful in completing APPE rotations. Students enrolled in the course will practice basic APPE skills and competencies, including but not limited to journal clubs, care plans, patient presentations, and calculations practice to ensure the student is APPE ready. Some students may be required to take this course as part of a progression requirement or class remediation plan. Other students may elect to take this course. Prerequisite: Permission

PHRM 540 Practice and Personnel Management – 3 hours

This course provides a comprehensive introduction to management and leadership principles essential for pharmacists in various practice settings. Key topics include human resource management, marketing strategies, operations management, team dynamics, leadership development, conflict resolution, financial management, and fostering innovation in pharmacy services. Emphasis is placed on applying managerial sciences to optimize the safety, efficiency, and effectiveness of pharmacy operations. Students will gain practical skills in business planning, strategic decision-making, and personnel management to support the development and delivery of high-quality pharmacy services.

PHRM 541 Pharmacy Law – 2 hours

This course will discuss the contours of law, specifically focusing on the area of pharmacy law. It will examine the federal and Indiana state laws that impact the practice of pharmacy, while emphasizing the legal and ethical principles applied by pharmacists in their daily decision-making. Students will learn the governmental framework within which pharmacy is practiced, as well as acquire an understanding of the laws, regulations, and the ethical responsibilities applicable to pharmacists so that they will be able to protect the public and ensure patients' wellbeing. Furthermore, students will learn legal procedure, legal terminology, and have an opportunity to reflect upon and evaluate the United States legal system, including its impact on the profession of pharmacy, through readings and in-class discussions. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better

PHRM 571 Ambulatory Care Pharmacy Practice – 2 hours - elective

This course is an introduction to ambulatory care pharmacy practice with a focus on various practice models, developing ambulatory care services, common disease states that pharmacists manage in primary care, and a holistic approach to managing patients. Throughout the course, students will be expected to participate in active learning coursework to further develop communication skills, problem solving, and team collaboration. The general format of the class will be open forum discussion with an emphasis on student participation. The class will consist of both lecture and case-based studies. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better

PHRM 595 Postgraduate Residency Training – 1 hour - elective

This course is intended to prepare students to succeed in the postgraduate training recruitment process. Success not only includes obtaining a position through the residency match, but also understanding the responsibilities, expectations, benefits, and drawbacks of residency life, determining whether a residency is the right choice for you, and finding a residency that will enable you to meet your personal goals. Students in this course will meet with residents, preceptors, and program directors, reflect on their strengths and weaknesses, prepare professional correspondence, participate in mock interviews, and make a plan for success in the residency recruitment process following the course. Prerequisite: Successful completion of all P1 and P2 year courses with grade of Pass, C or better

PHRM 596 Leadership for Pharmacists – 2 hours - elective

This course is designed to provide students with an opportunity to build on the core curriculum in areas related to leadership. Theories and practices pertaining to leadership are reviewed and expanded upon using a variety of readings, case studies for application, and projects. Students will develop greater self-knowledge, learn ways to work with others, and apply leadership principles to current pharmacy and healthcare situations. Prerequisite: None

PHRM 597 Leading: People & Change – 2 hours - elective

The focus of this final leadership course in the elective series will shift to leading teams, working constructively with others, and effecting change in the pharmacy profession. Theories and application of teamwork, transformational leadership, and change management will be presented. Students will utilize skills developed throughout the series to identify and develop a management related project within the pharmacy profession. Prerequisite: None

PHRM 600 Personal and Professional Development – 2 hours

This course is designed to assist students in preparing for standardized examinations – the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE) – through their participation in a series of review sessions. This course also provides students an opportunity to evaluate the pharmacy program by participating in focus group discussions and completing surveys, most notably the American Association of Colleges of Pharmacy (AACP) Graduating Students Survey. These activities are purposely and intentionally designed to aid in assurance that students are practice-ready upon graduation. This class will be graded in a pass/no pass manner. Prerequisite: Successful completion of all P1, P2 and P3 year courses with grade of Pass, C or better and concurrently enrolled in APPE rotations

PHRM 601 Personal and Professional Development – 0.5 hours

This course is designed to assist students in preparing for standardized examinations – the North American Pharmacist Licensure Examination (NAPLEX) and Multistate Pharmacy Jurisprudence Examination (MPJE) – through their participation in a series of review sessions. This course also provides students an opportunity to evaluate the pharmacy program by participating in focus group discussions and completing surveys, most notably the American Association of Colleges of Pharmacy (AACP) Graduating Students Survey. These activities are purposely and intentionally designed to aid in assurance that students are practice-ready upon graduation. This class will be graded in a pass/no pass manner. Prerequisite: Successful completion of all P1, P2 and P3 year courses with grade of Pass, C or better and concurrently enrolled in APPE rotations

PHRM 610 APPE Advanced Community - 4-6 hours

This Advanced Community Pharmacy Practice Experience focuses on the day-to-day operations of a community pharmacy, including but not limited to counseling and monitoring ambulatory patients, communicating with various caregivers and healthcare providers, medication procurement and dispensing. The overarching goal of this rotation is to prepare the student pharmacist to think and act as a professional. Steps to achieving this goal include exploring as many unique experiences as possible, being confident in the performance of daily tasks, finding value and application in the rotation for a future career, and having a complete understanding of a community pharmacist's role in the healthcare system. Students are expected to provide holistic, inclusive, individualized care for all patients.

PHRM 620 APPE Advanced Institutional – 4-6 hours

This Advanced Institutional Pharmacy Practice Experience focuses on the day-to-day operations of an institutional environment, including but not limited to providing general care to patients and procurement and distribution of medications. This rotation builds upon the knowledge and skills previously learned in order to fully participate in hospital pharmacy operations and services. Steps to achieving this goal include exploring as many experiences as possible, being confident in the performance of daily tasks, finding value and application in the rotation for your future career, and developing a complete understanding of an institutional/hospital pharmacist's role in the healthcare system. Students are expected to provide holistic, inclusive, individualized care for all patients.

PHRM 630 APPE Ambulatory Care – 4-6 hours

This Ambulatory Care Advanced Pharmacy Practice Experience focuses on the long-term medical needs and care of ambulatory patients. The overarching goal of this rotation is to provide pharmaceutical care in an ambulatory care setting. Steps to achieving this goal include, but are not limited to, exploring as many experiences as possible, building confidence in the performance of daily tasks, finding value and application in the rotation for your future career, and having a complete understanding of an ambulatory care pharmacist's role in the healthcare system. Students are expected to provide holistic, inclusive, individualized care for all patients.

PHRM 640 APPE Acute Care – 4-6 hours

This Acute Care Advanced Pharmacy Practice Experience focuses on enhancing the student's ability to provide comprehensive medication therapy management for acutely ill patients in an institutional setting as part of an interprofessional team. Students should be able to identify and optimize pharmacotherapy in a hospitalized patient. Students are expected to provide holistic, inclusive, individualized care for all patients. Steps to achieving this goal include, but are not limited to, gaining hands on experience, mastering commonly encountered disease states and drug related issues, building confidence in the performance of daily tasks, finding value and application in the rotation for your future career, and having a complete understanding of an acute care pharmacist's role in the healthcare system.

PHRM 670 APPE Electives – 4-6 hours

The Elective Advanced Pharmacy Practice Experience should complement the required experiences of the experiential curriculum and provide adequate and innovative opportunities for students to mature professionally and in accordance with their individual interests. These may take place within many unique practice settings and disciplines (research, management, drug information, academia, managed care, long-term care, hospice, home health care, etc.). The college or school may offer elective APPEs outside the United States and its territories and possessions, provided that they support the development of the competencies required of the graduate, and that the college or school implements policies and procedures to ensure the quality of the site(s) and preceptor(s).

The overarching goal of the elective APPE is for students to broaden their practice experience in pharmacy and pharmacy-related settings while positively contributing to the activities at the site. Students are expected to provide holistic, inclusive, individualized care for all patients encountered.

Graduation and Commencement

A student will graduate from the MU PharmD program when they have been judged by the faculty to have met all academic and professional requirements of the program, and has also:

- Completed all required courses, and the required number of elective courses, in the curriculum with a grade of C or better (or P)
- Completed all non-course requirements (e.g., co-curricular, community service and outreach, etc.)
- Passed all required competency assessments.

National and State Licensure Exams

Upon graduation pharmacy students will be required to pass the North American Pharmacist Licensure Examination (NAPLEX), the Multistate Pharmacy Jurisprudence Examination (MPJE), or any other state required law exam before obtaining licensure.

- The NAPLEX, or North American Pharmacist Licensure Examination, measures a candidate's knowledge of the practice of pharmacy. It is just one component of the licensure process and is used by the boards of pharmacy as part of their assessment of a candidate's competence to practice as a pharmacist. For more information on the NAPLEX exam, visit <http://www.nabp.net/programs/examination/naplex/>.
- The MPJE, or Multistate Pharmacy Jurisprudence Examination, combines federal- and state-specific questions to test the pharmacy jurisprudence knowledge of prospective pharmacists. It serves as the pharmacy law examination in participating jurisdictions. Among other things, the MPJE tests candidates on (visit <http://www.nabp.net/programs/examination/mpje/>).

- Legal aspects of pharmacy practice, including responsibilities with regard to the distribution and dispensing of pharmaceuticals and care of patients
- Licensure, registration, certification, and operational requirements
- Regulatory structure and terms of the laws and rules that regulate or affect pharmacists, pharmacies, manufacturers, and distributors

Doctor of Pharmacy Grading System

The following grading system will be used in all letter-graded courses in the MU PharmD program. Numerical course grades will be calculated to one decimal place when assigning letter grades.

Letter	Course grade range (%)*	Quality Point value (used in determining GPA)
A	90 and above	4.0
B	80 - 89	3.0
C	70 - 79	2.0
F	Less than 70	0

**Percentages will be rounded to the nearest whole number for the course grade.*

Faculty may also designate a course Pass/Not Pass (P/NP) with approval from the relevant Curriculum Committee. Students may not elect to take a graded course P/NP. Other letter symbols used for other purposes on grade reports and records are listed in the Catalog.

Definition of a Semester Hour of Credit

Manchester guidelines for defining the approximate amount of work required for one semester hour of credit is as follows: For a course composed of classroom instruction, a semester hour of credit would normally involve 14 to 15 meeting times each semester with each lecture class meeting for 50 minutes. For one credit of a laboratory course the student should have three to four hours of laboratory instruction each week of the semester.

For each hour of classroom instruction, the student is expected to do two hours of preparation. Therefore, a typical three-semester-hour credit course over a semester would include 43 to 44 hours of class meetings and 86 to 88 hours of student work out of the classroom.

Dean's List

At the end of each semester, the Dean of the School of Pharmacy publishes the Dean's List. Students who are included in the Dean's List will:

- Be a student in good standing in the first, second, or third years of the doctoral program;
- Earn a semester grade point average of 3.5 or higher;
- Have completed at least 12 graded semester hours; and
- Not have any Incomplete (I) or Not Recorded (NR) grades at the end of the semester.

Advising, Mentoring and Student Success

Pharmacy S.M.A.R.T. Program is a multi-faceted approach to supporting the success of all pharmacy students. A variety of services and programs have been implemented to support the mission and goals of MU PharmD program:

- **S – Student (Peer) Mentor Program** – each student will have a student mentor assigned prior to starting the program, serving as a valuable information and communication resource.
- **M – Faculty Mentoring Program** – each student will have a faculty mentor throughout their time in the program, serving as a valuable information and communication resource.
- **A – Academic Support** – includes programs, resources, and structures that promote all members of the community to learn efficiently and effectively, develop effective study strategies, and develop the critical thinking skills necessary to succeed academically.
- **R – Referral System** – an online system that provides an opportunity for concerned members of the MU PharmD program community to reach out and offer help and assistance to students in the program.
- **T – Teamwork** – Students will become more aware of the importance of teamwork through the creation of working teams within each cohort. These teams will be used throughout the semester or academic year in most courses.

Academic Check

The purpose of ongoing grade checks is to identify students throughout the semester/course who are in academic difficulty and provide them with resources and counseling to help them succeed in the program.

Attendance Policies

Attendance and punctuality in all courses and labs are expected. As a student in a professional program, the expectations for participation and attendance in classes, activities, and events are like employment responsibilities. Additionally, active participation is vital to team dynamics and individual success.

Absences

A student must take responsibility for any expected or unexpected absence. In the event of an unexpected absence, the student must contact the course coordinator by email or phone as soon as possible. Expected absences (e.g., events that can be planned for in advance) must be communicated to the course coordinator, in writing (email), as soon as the event/ activity is known and as far in advance as possible. Delayed communication of these absences may result in loss of credit for any graded activities occurring that day. Students are also encouraged to notify their success advisor of any absences.

Students are responsible for making any necessary arrangements with the course coordinator regarding any absence. Absence from instructional periods for any reason does not relieve the student of responsibility for the material covered during the periods. **The course syllabus is the definitive source for course specific policies related to excused and unexcused absences.**

If a student will be absent for an extended period (over 3 days) or for a School, College, University, or professional event, the ADPA must be notified, as well as course coordinator(s) and the student's success advisor.

Absences related to Religious Holidays/Obligations

The program respects the right of all students to observe religious holidays and will make reasonable accommodations upon request. Students must inform the course coordinator(s) and the ADPA of any conflicts regarding religious holidays in writing (email) **no later** than the second Friday of the semester in which the holiday/obligation occurs. If notice is not provided by this deadline the absence will be considered unexcused.

Examination Policy for On-Campus Students

The policy and procedure outlined below applies to all computer-based exams in the MU PharmD program. Some exams may have additional conditions; course faculty will explicitly state these conditions in the course syllabi and/or in the exam instructions. All exams will utilize identification verification and monitoring services that record student desktop activity, audio, and video. These services must remain fully operational throughout each exam.

Prior to the Exam

1. Students are strongly encouraged to reboot their computers and run any updates to Windows and/or Chrome to minimize any issues during the exam block.
2. Students are strongly encouraged to arrive ten (10) minutes prior to when the exam is scheduled to begin. Exams will begin at the scheduled time in the syllabus. Students will not be permitted to enter the testing room after the exam has begun; any late- arriving students will be considered to be absent from the exam (see information on exam absences below).
3. The following items **must** be present during the exam.
 - Manchester issued computer with name label clearly visible and unadulterated
 - Privacy screen
 - Manchester student ID or government-issued photo ID
4. The following items are **recommended** and are the student's responsibility.
 - Two writing utensils (when allowed)
 - Power cord
5. The following items are prohibited from the exam room, unless special allowances have been made.
 - Backpacks, coats, and purses
 - Raised hoods or other non-religious headwear that prevent the proctor from viewing the student's ears
 - Electronic devices, e.g., cell phones, smart watches, ear buds, and calculators (unless allowed on specific exam)
 - Notes
 - Computer sleeves
 - Any other item(s) deemed inappropriate by exam proctors
6. The campus dress code applies to exams.

During the Exam

1. Only allowed resources may be available to the test taker.
2. The physical privacy screen must always be in place.
3. The exam will begin at the time specified in the course syllabus or at the time determined by the course coordinator or exam proctor.
4. The exam will end after the exam time limit is reached.
5. Students may not leave the exam area until dismissed by the proctor.

6. If provided, scrap paper must be turned in to the proctor.
7. Students must exit the exam room in a quiet and respectful manner.

Exam Behavior

Failure to follow the described policy is considered unprofessional behavior, and violations may result in an Honor Code complaint. Additional behaviors deemed inappropriate by proctors may result in the submission of an Honor Code complaint. Additional academic penalties are at the discretion of the course coordinator.

Examination Policy for Distance Students

The policy and procedure outlined applies to all computer-based exams conducted in the MU PharmD program's distance pathway. Some exams may have additional conditions; course faculty will explicitly state these conditions in the course syllabi and/or in exam instructions.

Preparing for Exams

1. Exams must be taken on the school issued laptop. Additional monitors may not be utilized during exams.
2. Students are strongly encouraged to reboot their computers and run any updates to Windows and/or Chrome to minimize any issues during the exam block.
3. All exams will utilize identification verification and monitoring services that record student desktop activity, audio, and video. These services must remain fully operational throughout each exam.
4. Exams will be available between 6:00 PM and 11:59 PM ET on the exam day stated in the course syllabus. All exams **MUST** be submitted by 11:59 PM ET; otherwise, it will be considered a late submission of the exam resulting in a score of 70% of earned exam points.
5. Internet access is needed for the entirety of the pre-exam security check and the exam itself. Please make sure you have a stable connection throughout the exam (NOTE: This might require asking other members of your household to refrain from using Wi-Fi while you are testing).
6. Exam space requirements
 - The student will be alone in the room.
 - The student should avoid sitting in an area with school notes, academic materials, bulletin boards, office supplies, books, etc.
 - Only allowed resources may be available. Items prohibited during the exam include:
 - Non-religious head coverings that cover the ears,
 - Electronic devices (e.g., cell phone, smart watches, ear buds, additional computers, calculators [unless indicated as an allowed resource])
 - Notes, textbooks
 - Backpacks, coats, and purses in the immediate exam area.

During the Exam

Students will:

1. Complete the identification verification process and a 360-degree video room tour and desk scan with view of screen of computer at the beginning of each exam.
2. Have only allowed resources available in the exam area. You will be asked to present these resources to your webcam at the beginning and end of the exam. Even if you do not intend to use the allowed resources, please have them available to show to the camera.
3. Be alone in a private room.
4. Keep face in view of webcam.
5. Refrain from talking.

6. Keep eyes on computer screen (except when additional resources are allowed).
7. Submit completed exam by stated upload deadline.
8. Technical issues encountered during an exam should initially be reported to SmarterProctoring via the chat icon on the SmarterProctoring toolbar. Make sure to tell the support personnel the course ID and name of the exam (e.g., PHRM-336-O Exam 1). It is also helpful to tell them you are at MU. Ideally, SmarterProctoring should be able to assist with your issue and get you back into the exam. If

Exam Behavior

Failure to follow the described policy is considered unprofessional behavior and confirmed violations result in the submission of an Honor Code complaint. Additional behaviors deemed inappropriate by proctors result in submission of an Honor Code complaint submission. Additional academic penalties are at the discretion of the course coordinator. Students should not communicate with each other about the contents of an exam with other students until after the exam window has passed and all students have taken the exam. Of note, helping another student engage in academic dishonesty is a violation of the Honor Code.

Exam Make-up (Both Pathways)

For a planned exam absence to be excused, the student must notify the course coordinator as soon as possible but no later than one (1) week prior to the scheduled exam and provide appropriate documentation. Missed exams due to unexpected illness or other unforeseen events must be communicated to the course coordinator within two (2) business days of the missed exam or upon return to or participation in class and class activities, whichever is sooner. Appropriate documentation supporting the absence will be required. The course coordinator will determine if the absence is considered excused. Typically, only one excused absence per student per course will be awarded. The details of the make-up exam, including format, content, and timing, will be at the discretion of the course faculty. If an exam absence is determined to be unexcused, the student will complete a make-up exam with a maximum potential score of 70% of their earned points (i.e., the students' earned points times 0.7, for example, a student earning a score of 90/100 points would receive a score of 63 points).

Academic Probation

A student may be placed on probation when their performance fails to meet the criteria listed below. If performance does not improve, the student may be suspended or dismissed from the MU PharmD program.

- A student will be placed on academic probation when one or more of the following occurs:
 - The student has failed a course
 - The student's cumulative GPA falls below 2.0
- A student may come off academic probation when:
 - The student passes a previously failed course and passes all required courses in the subsequent semester
 - The student's cumulative GPA rises above or equal to 2.0
- During the time a student is on academic probation, the student must devote maximum attention to studies and therefore:
 - The student may be required to complete additional, supplemental coursework.
 - The student may not serve as an ambassador for the MU PharmD program.
 - The student may not serve as a representative on any committees (MU PharmD program or University-wide).
 - The student may not hold elected office in any student organization, and must relinquish any current elected office position, making all the necessary arrangements for their replacement as soon as academic probation is in effect.

- The Office Student Life will notify appropriate committee chairs and student organization mentors to ensure the terms of probation are followed.

Course Retake

- Students who do not successfully pass a course with a grade of C or higher will need to retake the class or the equivalent the next time it is offered.
- Prior to the next course offering, students may be required to complete additional, supplemental coursework at the discretion of the ADPA and/or Pharmacy Academic Standards and Progression (PASP) Committee to help them succeed in the program.

Progression in the PharmD Program

- A student must pass all required courses with a grade of C or better (or P).
- A student must complete all required courses, including a minimum of 5 elective credits, in the first three professional years with a grade of C or better (or P) to progress to Advanced Pharmacy Practice Experience (APPE) rotations.
- A student must complete all required coursework within six years of admission into the program. Remediation, leaves of absence, withdrawals (medical or otherwise), suspensions, and delayed progression shall be included within the six-year period. A student shall be dismissed from the program when it is determined by the ADPA that the student will not be able to meet the six-year requirement.
- A student who fails to pass the same required course twice will be dismissed from the program.
- A student who fails three or more courses in one semester will be dismissed from the program.

Remediation

The purpose of remediation is to give students the best chance to demonstrate proficiency in course outcomes while maintaining timely progression in the Doctor of Pharmacy curriculum.

Remediation Eligibility

Eligibility for course remediation will be determined based on the following criteria:

1. A student who earns between 60% to <69.5% in one course per academic year may be eligible for remediation.
2. A student who earns a percentage grade below 60% within the failed course will not be eligible for remediation. The student will receive an F in the course and will be assigned an alternate course of study by the ADPA. The student and the ADPA will sign off on the future course of study.
3. A student who fails two required courses in one academic year will not be eligible for remediation. The student will receive a grade of F in both courses and will be assigned an alternate course of study by the ADPA. The student and the ADPA will sign off on the future course of study.
4. Remediation is not permitted for the same course twice.
5. If a student fails remediation for a required course, and subsequently fails the same course again, that student will be dismissed from the program.
6. If a student is ineligible for remediation for a required course and subsequently fails the same course again, the student may enter remediation given that eligibility requirements are met. If the student fails remediation, that student will be dismissed from the program.
7. If a student is ineligible for remediation for a required course and subsequently fails the same course without meeting the eligibility requirements for remediation, that student will be dismissed from the program.

8. Each student is allowed a maximum of three remediation attempts during the length of the program. A student who exceeds this limit will be dismissed from the program.

Guidelines for Remediation

1. The course coordinator, in consultation with the course faculty, will develop a plan of remediation.
2. The course policies, learning objectives, and content in remediation should be consistent with those in the original course. The number and types of assessments used during remediation will be left to the discretion of the course faculty and course coordinators.
3. To receive accommodations during the remediation period, the student in remediation must request accommodations and provide appropriate documentation to the faculty member or administrator responsible for assessment administration logistics during the remediation period. This request and documentation must be made and provided within two working days of signing the remediation plan. Typically, the course coordinator is responsible for assessment administration logistics during the remediation period. However, due to remediation falling outside of the regularly scheduled semester, assessment administration logistics may fall to someone other than the course coordinator.
4. Students may not appeal a course remediation plan.
5. Students will be expected to utilize all course materials provided as resources during the remediation period.

Implementation of Remediation

1. Remediation of the course outcomes will occur during the summer semester of the same academic year.
2. At or before the deadline for final grade submission, the course coordinator will provide the ADPA a list of students whose final grade falls below 69.5% for the course. The ADPA will notify students whose final grade is below 69.5% for the course regarding their eligibility to enter remediation for the course, based on remediation eligibility criteria (Section I- "Remediation Eligibility").
3. If a student eligible for remediation chooses to remediate, the course coordinator will record an initial grade of "Fail" in the original course with the registrar.
4. If a student chooses to forgo remediation, the course coordinator will record a grade of "Fail" with the registrar. The student will then take the next available offering of the course.
5. To officially enter remediation, the student must sign the course remediation plan. The course coordinator and the ADPA will also sign this plan.
6. The ADPA will notify the necessary Program and University officials and faculty mentors that a student is in remediation.

Conclusion of Remediation

1. Within two (2) business days of completion of all remediation assessments, the course coordinator will provide the ADPA results for all students participating in remediation. This report should include the final percentage grade obtained by each student in remediation.
2. For students passing remediation, the course coordinator should submit a grade of C (or P) in the course to the registrar and notify the student accordingly.
3. For students failing remediation, the course coordinator should submit a grade of F in the original course to the registrar and notify the student accordingly. The ADPA will recommend an alternate course of study. The student and Dean of the School of Pharmacy will sign off on the future course of study. The ADPA will communicate the alternate course of study with the student's faculty mentor.
4. The ADPA will notify necessary program and university officials of the outcomes of each student's remediation.

Experiential Education

1. For remediation and progression policies related to the fourth professional year (APPEs), please refer to the Experiential Education Manual.

Electives

1. Remediation will not be offered for elective courses.

OSCE Remediation

There are three OSCEs embedded into the didactic curriculum. OSCE 1 (end of P1 year), OSCE 2 (beginning of P3 year) and OSCE 3 (end of P3 year). Students must take the maximum number of attempts allowed. Student performance is evaluated using a rubric based on the Level of Entrustment (below I, I, II, or III). Failure to pass a station (with or without failing a didactic course) is outlined below:

1. **OSCE 1 and 2:** Failure to pass a station (and either successful or unsuccessful in passing a didactic course within the same semester) will cause a student to enter an informal program of remediation. This will be coordinated by the Office of Experiential Education (OEE).
2. **OSCE 3:**
 - a. Failure to pass a station but passes all didactic courses, as the penultimate APPE-readiness OSCEs where each student must achieve a level II on second attempt will result in a student entering an APPE-preparation course, coordinated by the Office of Experiential Education, following completion of the spring P3 semester. The APPE-readiness course must be satisfactorily completed prior to entering APPE rotations.
 - b. Failure to pass a station and unsuccessful at passing a didactic course within the spring semester:
 - i. **On campus pathway:** students must enter an independent study course during the semester they will re- take the OSCE to further develop skills needed to successfully complete all OSCE stations. In addition, students will be expected to practice all OSCE skills in preparation for APPE rotations. This will be coordinated by the Office of Academic Affairs. Students will take the full OSCE at the next on-campus offering.
 - ii. **Distance pathway:** Failure to pass a station during the summer (and unsuccessful at passing a didactic course in the spring semester prior to the summer OSCE) will cause a student to enter an independent study course during the next spring semester prior to retaking OSCEs at the next summer offering to further develop skills needed to successfully complete all OSCE stations. Students will be expected to practice all OSCE skills in preparation for APPE rotations. This will be coordinated by the Associate Dean of Pharmacy Affairs.

Leave of Absence Policy

A leave of absence allows a student to suspend their college students for a period of up to one (1) year, without severing their connection to MU. Students may want to pursue a leave of absence for medical, mental health, or career reasons. A leave of absence is granted only with written approval from the Vice President of Student Life and must be submitted prior to the start of the term for which the leave is requested. A student requesting a leave of absence must be in good academic standing, have no holds (e.g. financial, registration), and submit a signed leave of absence application form. Absent extraordinary circumstances, a leave of absence will not exceed one year. Any student who plans to take a leave of absence should consult with the ADPA.

Withdrawal from the Program

MU regards the registration of a student as a contractual agreement. For this reason, special procedures must be followed in the event a student withdraws from a program at MU. Any student considering withdrawal from a professional program for any reason after the beginning of classes initiates the process by meeting with the ADPA before the withdrawal is finalized. The student shall return all required Manchester property to the Help Desk; this includes but is not limited to the Manchester-issued computer, photo identification card, and any keys issued to the student.

Refund Policy

Refund Tuition/Fees

In the case of official withdrawal from the university, a refund, less a withdrawal charge, is made according to the following schedules:

Fall and/or Spring Semester Refund Schedule

- | | |
|---|--------------------|
| • Withdrawal before the official start of the semester: | 100 percent refund |
| • Withdrawal during the first and second weeks of the semester: | 75 percent refund |
| • Withdrawal during the third and fourth weeks of the semester: | 50 percent refund |
| • Withdrawal during the fifth and sixth weeks of the semester: | 25 percent refund |
| • Withdrawal after the sixth week of the semester: | No refund |

Return of Title IV Funds – Graduate and Professional Programs

Students who receive Title IV aid (Direct Loans and Direct PLUS Loans) and completely withdraw from the University are subject to the Return of Title IV Funds calculation, as mandated by the Department of Education. The Return of Title IV Funds calculation is different from the University's refund calculation; therefore, a student who withdraws before completing 60 percent of a payment period may owe the University for charges no longer covered by returned federal aid.

Under the Return of Title IV Funds calculation, the amount of Title IV aid a student has earned is determined by the percentage of days enrolled during a semester. This percentage is determined by dividing the number of days enrolled by the number of calendar days in the semester, including weekends and holidays. The student may retain the amount of aid earned. Any aid not earned will be returned to the appropriate programs. Once the attendance percentage has reached 60 percent, all Title IV aid is considered earned.

The date of a student withdrawal is determined by the University as follows:

- The student began the prescribed official withdrawal process;
- The student otherwise provided the school with official notification of the intent to withdraw; or
- For "unofficial withdrawals," the last date of attendance or the last date of participation in a class as determined by faculty. If no date can be documented, then the midpoint of the semester for which Title IV aid was disbursed will be used.

The federal return of funds policy requires that Title IV funds be returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loans

The return of Title IV unearned funds will be completed no later than 45 days after the date of the school's determination the student withdrew.

Post-Withdrawal Disbursement

If Title IV aid has been earned by the student, but not disbursed prior to withdrawal, the student is entitled to a post-withdrawal disbursement. MU will request the student's permission prior to disbursing the loan funds to the student's account. A letter will be emailed to the student's personal email address of record within 30 days of the date of determination the student withdrew, requesting that the student provide authorization in writing to disburse the funds. We ask that you respond within 14 days of receiving the letter to inform us if you want to accept the funding. If we do not receive a response, we are not required to make the post-withdrawal disbursement.

Payment of Refunds

Refunds are distributed according to the guidelines governing refunds for each source of funds drawn upon to pay educational costs, including any or all Federal Title IV funds

Pharmacy Pathway Transfer Policy

A student may switch pathways (e.g., on campus to distance, distance to on campus) **once** during their enrollment in the MU PharmD program. The request must be presented in writing to the ADPA. The Pharmacy Academic Standards and Progression committee will review the request and decide if the request is be granted and any stipulations that may be required. The request can be submitted any time during the academic year, however, the transition will occur once all course work of that cohort year (e.g., P1) is complete and prior to starting the next cohort year (e.g., P2). If one pathway is at maximum enrollment, the applicant will be notified and placed on a wait list until a position becomes available.

Academic Integrity Policy

It is the goal of the Office of Academic Affairs (OAA) to provide a policy that is understandable to both students and faculty members; OAA approaches violations of academic integrity, also called instances of academic dishonesty, as a learning opportunity, emphasizing the importance of accountability and growth for the student. The Academic Integrity Policy applies in cases of plagiarism, cheating, and/or falsification/fabrication as defined below.

Plagiarism

Plagiarism is the presentation of information (either written or oral) as one's own when it is borrowed or copied from another person or source. Plagiarism includes the following:

- The author of the work is properly identified, but the student does not use quotation marks correctly; or the material has been only slightly modified or rephrased rather than restated in the student's own words.
- Key ideas, words, or items of information that are not common knowledge are copied from another writer/speaker and are presented without proper identification of the source(s).
- The student uses the ideas of several other people/authors and presents those ideas as their own.
- The student uses an entire paper or speech written or delivered by someone else and presents it as their own. This includes the creation of material using AI technology and presenting it as one's own work without proper documentation as required by the assignment.
- Using AI for some portion of an assignment may be acceptable as directed by the instructor as part of a specific assignment.

- Material submitted as your own which was created using AI that is not properly cited/documented constitutes plagiarism.
- The student translates texts written in another language into English and presents them as their own.

Cheating

Cheating consists of any use of notes, texts or other sources that gives a student an unfair advantage in completing a class assignment or an exam.

Cheating can include:

- Using notes on a quiz or an exam when this is not allowed
- Helping another student complete an assignment or exam when they are supposed to complete the work on their own
- Giving another student the answers on homework, quizzes or exams
- Submitting the same work (essay, speech, art piece, etc.) to fulfill assignments in more than one class. If a student wants to submit the same work for assignments in two different classes, they must have the permission of both instructors (if both courses are being taken in the same semester), or the permission of the second instructor (if they are taken during different semesters).

Falsification or fabrication includes altering information or making up information and presenting it as fact in any academic assignment. Falsification/fabrication also includes the fabrication of sources whether done by the student or an artificial intelligence (AI) tool (e.g., ChatGPT). This includes insufficient, inaccurate, or manufactured citations for materials that cannot be traced back to any source. Fabrication of sources is often an indication that AI was used to generate the material.

It is important to note that plagiarism can be either intentional or unintentional; both kinds are violations of the academic integrity policy. For example, letting a friend look at a paper and not realizing that they copied it word-for-word is not an excuse, nor is not knowing how to cite something correctly.

Cultural differences are also important to recognize; in some cultures or countries it may be fine to take ideas or even entire passages of text from other authors without mentioning where the information was obtained. This differs greatly from the US (and several other countries) in which all words taken from another author as well as every idea taken from another author – even if the words are changed – must be accompanied by a formal citation or acknowledgment of the original author.

It is your responsibility as a student to ask your professors what exactly they mean by proper citation and/or to check with the Writing Center about what might be constituted plagiarism.

Academic Dishonesty Procedures

In cases of academic dishonesty:

1. The ADPA completes an Academic Dishonesty Tracking Form.
2. Before submitting the paperwork, the ADPA contacts the student(s) to:
 - Document their concerns,
 - Gather information from the student(s), and
 - Share a plan of action.
3. The ADPA indicates on the form whether they request a formal meeting with the student(s) and the Academic Affairs designee.
4. The completed form and supporting documentation are then submitted to the designated staff member in the Office of Academic Affairs.

The Office of Academic Affairs is responsible for tracking student offenses. In cases of a student's first offense, when the case will not involve a formal meeting between the student(s), instructor, and Academic Affairs designee, the Academic Affairs representative will send a letter outlining the seriousness of academic dishonesty, the specific consequences/penalties assigned by the faculty member, and the consequences if a second offense occurs.

Second Offenses or Appeals

A formal meeting between the student, the ADPA, and Academic Affairs designee occurs for all second (and subsequent) offenses and for any first offenses if requested by the instructor or the student(s).

At the meeting, the allegation and associated grade penalty are discussed, and the student can choose between the following:

1. Admitting the allegation and accepting the penalty
2. Admitting the allegation but disputing the penalty
3. Denying the allegation

If the student chooses option (1), the materials are saved in a confidential file by the Office of Academic Affairs, and the matter is considered closed.

If the student chooses either option (2) or (3), they are referred to the Academic Integrity Panel (AIP), which will then meet with the student and determine whether a violation occurred and/or the associated penalty.

The AIP may also be convened at the discretion of the Office of Academic Affairs in the event of a particularly egregious offense or when additional sanctions may need to be discussed for a student with multiple offenses. The AIP will consist of the Office of Academic Affairs designee and two faculty selected from six members appointed by Faculty Executive Committee (FEC). The composition of each AIP will be determined based on scheduling availability and avoidance of conflict of interest. The Office of Academic Affairs designee will vote only in cases of a tie.

In instances when the case involves confidential information of a medical nature, Title IX concerns, or issues related to disability accommodations, the AIP will not convene; instead, the case will be heard by the Office of Academic Affairs designee and appropriate representatives from Student Life.

Following the meeting the Office of Academic Affairs designee will inform the student and the ADPA who filed the report of dishonesty of the AIP's decision in writing. The Office of Academic Affairs will inform the registrar of any action which affects enrollment (e.g., suspension or expulsion).

Penalties

The instructor has the discretion to impose specific penalties, including grade sanctions such as failure of the assignment or failure of the course for any incident of academic dishonesty. When a failing grade for the course is imposed, the student will not be allowed to withdraw from the course with a grade of W. Penalties for academic dishonesty must be clearly stated in the syllabus for each course.

Due Process and Appeals

Students have a right to due process. This shall include the right:

1. To be informed of the nature of the violation within two weeks of discovery of the incident of dishonesty or cheating.

2. To be accompanied to any meeting by a faculty or administrative staff member from the University campus community under special circumstances.
3. To request an appeal based only on due process or new, exculpatory evidence. Appeals must be submitted to the Office of Academic Affairs within seven (7) days of receipt of the letter documenting the allegation and/or sanctions. Appeals may be made only with the VPAA. The VPAA's decision is final, and no further appeal procedure shall exist in the University.

Academic Grievance Policy

The Academic Grievance Policy pertains only to cases in which a student believes the final course grade has been assigned in a capricious or unfair manner. Grievances unrelated to academic performance may be brought directly to the Office of Academic Affairs.

Academic Grievance Procedures

1. The student and the instructor should discuss the student's concern and make every effort to reach a satisfactory solution. A mutually agreed upon third party may be invited to observe the meeting.
2. If an agreement cannot be reached, or the instructor is unavailable, the student should complete the Academic Grievance form and file it with the registrar who will contact the undergraduate department chair or graduate program directors of the involved instructor who will make a ruling on the grievance following the procedures detailed below.
 - a. Students must file the final course grade grievance with the registrar no later than five (5) business days after the posting of official grades or the receipt of final course grades for clinical rotations.
 - b. Students may request an extension from the Office of Academic Affairs of the five-day filing deadline for extenuating circumstances.
3. The chair/director will request a detailed written summary from each party.
4. The chair/director will inform their College or School and the Office of Academic Affairs of the grievance.
5. The chair/director will meet with both parties together, listen to their concerns and decide.
6. The chair/director will inform the College or School of the result in writing. The written summaries will be forwarded to the Office of Academic Affairs (see above).

Exception: If the instructor involved is the department chair or ADPA, the Dean of the School of Pharmacy (Dean) will hear the concerns and attempt to resolve the grievance. If the instructor involved is Dean, the Office of Academic Affairs will appoint a designee to take the lead in attempting to resolve the grievance.

Appeals

An appeal must be based on new evidence or an argument that University policy was not followed. If an agreement cannot be reached through the department chair/program director or College or School, the student may appeal the decision.

- The student file their appeal with the Registrar's Office.
- Appeals will be heard by the University's Academic Standards Committee (or its designated representative) The written summaries initially provided to the department chair can be used by the Academic Standards Committee and/or the committee may wish to interview both parties individually.

The Academic Standards Committee (or the designee) will make a final decision which will be reported back to the parties involved.

Exception: If the instructor involved is a member of the Academic Standards Committee, the VPAA will appoint a full-time faculty member from the same college to replace the instructor involved while the grievance is being reviewed, discussed, and a decision is being made.

Petitions for Special Action

Students who believe extenuating circumstances merit consideration may petition the Pharmacy Academic Standards and Progression Committee (PASP) for exceptions to MU PharmD program stipulated policies and regulations. The committee has the right and responsibility to make decisions and apply stipulations regarding the appeals. All steps in the appeal process must be followed or the appeal will not be processed.

Academic Policy and Progression Appeal Process

Students are notified of a failure to meet progression requirements or of a violation of academic policy by the ADPA and may elect to file an appeal of progression standards or policy.

1. Within five (5) business days of receiving official notification of failure to meet progression requirements or a violation of academic policy, the student may submit an appeal using the appeal form found on the Pharmacy Home Canvas Page. The appeal form provides the mechanism for submitting a formal letter of appeal.
 - a. The student must clearly state the policy or progression standard that is being appealed and explain the reasons for appealing the policy or progression standard in the letter. Appeal letters that do not specifically identify grounds for appeal, the appeal will be dismissed.
 - b. If the policy/progression appeal also includes a course grade appeal, one letter of appeal should be submitted that will include both the grade appeal and the appeal of academic policy/progression, each clearly delineated.
2. The appeal form and letter will be shared with the PASP committee and other relevant people as deemed necessary by the committee.
3. PASP will review the appeal at their next scheduled meeting and communicate the decision to the student.
 - a. The appeal form and letter will be shared with all members of the PASP committee and other relevant people as deemed appropriate by the committee.
 - b. Additional data and evidence will be collected regarding the student's academic and professional performance which may include, but not be limited to, course grades, rotation evaluations, Honor Code violations, etc.
 - c. During the review, the student and other relevant people will be invited to meet with the committee. People invited are not required to attend and choice of attendance will not be taken into consideration as part of the decision.
 - d. The decision of the committee will be communicated to the student and other relevant people via email.
 - e. Stipulations required by the committee can be appealed to the Dean of the School of Pharmacy.

Process to Appeal to the Dean of the School of Pharmacy (Dean)

1. Within five) 5 business days of receiving the decision and stipulations by the PASP committee, the student may submit a letter to the Dean via email appealing the stipulations or process of the committee.
 - a. The student must copy the chair of the PASP committee. If the chair of the PASP committee is not copied, the appeal will not be reviewed by the Dean.
 - b. If the student fails to provide any evidence of an unfair, arbitrary, or erroneous decision by

the committee, the appeal will not be reviewed by the Dean.

2. Within 5 business days of receiving the appeal, the Dean will review the appeal and conduct an independent investigation regarding the appeal. The Dean may collect any information necessary to render a decision.
3. Following the review, the Dean will communicate the decision via email to the student and will copy the chair of the PASP committee.
4. The Dean is limited to only one of the following decisions:
 - a. Uphold the decision made by the PASP committee without modification.
 - b. Uphold the decision made by the PASP committee, yet modify the stipulations placed.
 - c. Reject the decision made by the PASP committee if the Dean determines the committee's decision was made unfairly or without following the outlined process. The Dean will then determine the next appropriate action.
5. The decision of the Dean is final for academic policy and progression appeals.

Suspension and Dismissal from the MU PharmD program

Suspension: A suspended student is removed from the MU PharmD program for a length of time. During this time, they cannot graduate or progress toward the earning of a degree at the Program. Suspended students are not automatically readmitted to the MU PharmD program. They may apply for readmission to the Program based on the criteria delineated in their suspension. If readmitted, the student's prior course credits count towards progression in the program.

Dismissal: A dismissed student is removed from the MU PharmD program. The student may reapply for admission as any other eligible student and may or may not be readmitted to the MU PharmD program. If readmitted, the student's prior course credits do not count towards progression in the program. These actions will be communicated to students at the end of each semester.

Academic Programs

Interprofessional Education

Students enrolled in the MU PharmD program curriculum are provided opportunities to engage with other healthcare professional students through interprofessional education (IPE). IPE is learning with, from, and about other healthcare providers. All students are required to actively engage in IPE activities that will take the students through a progression of skills from Exposure, Immersion, and Integration. IPE activities will be conducted through the Fort Wayne Area Interprofessional Education Consortium (FWAIEC), the Indiana University's Core Curriculum, and through required didactic courses and co-curricular events. IPE activities will be held in various locations in Fort Wayne. Activities may include live seminars and activities, synchronous and asynchronous events, online activities, and experiential collaboration of IPE.

Manchester University MU PharmD program IPE Mission, Vision, and Goals

Mission: To cultivate health care professionals (HCPs) who work collaboratively towards the common goal of improving outcomes for patients, healthcare practice, and communities.

Vision: Serve as a model for excellence in IPE through collaboration with community partners

Goals:

- Introduce pharmacy students to IPE, Interprofessional Education Collaborative (IPEC) domains, and Interprofessional Collaborative Practice (IPCP) early in the didactic curriculum with regular meaningful reinforcement throughout the curriculum
- Prepare medication experts who provide interprofessional, patient-centered care in their communities guided by the principles of respect for the infinite worth of individuals and dedication to improving and advancing the profession of pharmacy
- Maximize interprofessional collaboration that enhances the delivery of pharmacy patient-centered care, including patient safety

Manchester MU PharmD program IPE Outcomes

- Identify one's own roles, responsibilities, skills, and contributions to the healthcare team (**Exposure: Attitudes, Knowledge**)
- Utilize the unique knowledge, expertise, skills, and attitudes of other healthcare professions in a team-based approach to inform shared decisions in providing patient care (**Immersion: Skills, behaviors**)
- Communicate effectively as part of an interprofessional team (**Immersion: Skills, behaviors**)
- Collaborate with other healthcare professionals to improve the quality and safety of patient care (**Integration: Team-based practice readiness**)

Dual Degree Opportunities

MU offers dual degree opportunities for PharmD students seeking to expand their career options and academic credentials.

PharmD and Pharmacogenomics Dual Degree

31 credit hours (5 credits from the Doctor of Pharmacy curriculum)

The dual degree program is for students in the MU PharmD program. It provides unparalleled depth and breadth in pharmacogenomics and includes the study of human genetics, bioinformatics, ethics and pharmacokinetics. The curriculum offers electives in laboratory training or pharmacogenomics implementation in clinical settings. Students that take the laboratory training will learn to perform DNA analysis with the most up-to-date technology in preparation for work in the pharmacogenomic/genetic testing, pharmaceutical, and professional service industries. The laboratory course sequence is only offered on campus and at specific times, therefore students that choose to take the laboratory courses will complete that coursework at the MU Fort Wayne, IN campus. Students taking electives in pharmacogenomics implementation will create a business plan for implementation of pharmacogenomics testing at a clinical site. The pharmacogenomics implementation electives are completed online.

PharmD and Pharmacogenomics Certificate

13 credit hours

The dual Pharm.D. and Pharmacogenomics certificate option is for students in the MU PharmD program. It provides an enrichment opportunity for students to gain introductory knowledge in pharmacogenomics as it is applied to pharmacy practice. Students that successfully complete the Graduate Certificate in Pharmacogenomics are eligible to apply for the Masters in Pharmacogenomics program. Any credits earned during the academic certificate will apply towards to total credits needed for the master's degree.

PharmD/Healthcare Track MBA

Students may pursue a Master of Business Administration (MBA) with a healthcare focus. This track combines pharmaceutical knowledge with strategic business training. Manchester's MBA Program is built

on a solid core of fundamental business principles and relevant ethical issues to equip you to navigate complex situations with critical thinking and emotional intelligence. This robust foundation prepares you to handle the everyday challenges of your career by providing you with the knowledge, skills and strong ethical framework to make sound leadership decisions. The pharmacy track is designed for aspiring pharmaceutical leaders and equips students with the specialized knowledge and expertise needed to excel in the rapidly evolving healthcare landscape.

Post-Graduate and Leadership Tracks

MU offers structured academic tracks within the PharmD curriculum to support students pursuing advanced training, leadership roles, and research careers. These tracks are designed to align with post-graduate residency preparation, industry readiness, and scholarly development. Students interested in these tracks should consult with their faculty mentor and the Office of Academic Affairs to determine eligibility, sequencing, and application timelines.

Post-Graduate Training (PGT) Track

Description

The Post-Graduate Training (PGT) Track is designed to give motivated students the opportunity to expand their knowledge and skills related to direct patient care and PGT. This track program will provide two primary options for participants: a residency-directed focus with an emphasis in acute or ambulatory patient care and a fellowship-directed focus (with an emphasis in industrial or clinical fellowship). It is up to the student to decide which one to pursue. It is intended to reinforce, build upon, and expand the application of topics covered throughout the required Doctor of Pharmacy curriculum at MU. The goal of the program is for participants to successfully obtain and subsequently excel in postgraduate training and beyond.

Track Director

Norman E Fenn III, PharmD, BCPS, BCPPS

Associate Professor of Pharmacy Practice

Email: nefenn@manchester.edu

Track Outcomes

Students participating in the certificate program will be able to:

1. Demonstrate an expanded knowledge base on providing pharmaceutical care for hospitalized or ambulatory patients.
2. Critically evaluate patient cases and intervene to optimize their pharmaceutical care.
3. Successfully manage their time to complete a longitudinal clinical research or quality improvement project.

The track program is primarily intended for students with significant interest in completing post-graduate training. The track program is comprised of four main components:

- Didactic coursework: Students will complete pre-specified elective courses.
- Experiential education: Students will apply their knowledge and skills in pre-specified APPE rotations. These may be required by the MU PharmD program or electives.
- PGT recruitment preparation: Students will participate in workshops intended to prepare them to pursue a residency position.
- Clinical research: Students will participate in an original investigation or quality improvement project focused on caring for ambulatory patients.

Admission Requirements

To achieve the PGT Track designation upon graduation, the student is responsible for demonstrating proof of completion of all track requirements. It is the responsibility of the student to make sure they meet all requirements and submit proper documentation of each requirement to the track coordinator. The PGT track faculty will help facilitate track requirements, if needed.

The PGT track allows students to choose from two primary areas of focus – residency and fellowship. Each student must submit a letter of intent and curriculum vitae (CV) prior to the Fall semester of their P3 year indicating they are working towards the track program and which focus they would like to pursue. The letter of intent is to make sure students have the necessary preliminary requirements and to assist in the coordination of and selection of appropriate APPEs. A letter of intent and CV must be submitted in order to achieve the PGT Track designation at graduation. **The letter of intent and CV is due: Friday, August 30th to the track director.**

The following items must be included in the letter of intent:

- Designate which focus of the PGT Track the student wishes to complete; and
- Describe why the student wishes to complete the PGT Track

Successful completion of the PGT Track program requires successful completion of the following experiences:

- All required core curriculum as required by the MU PharmD program
- Maintain enrollment in good standing throughout the MU PharmD program.

Criteria for the PGT Track Program

Academics	<ul style="list-style-type: none">• Maintain a 3.0 or higher GPA with all grades a C/P or higher upon graduation
Required Electives Courses	<ul style="list-style-type: none">• Enroll in PHRM 595 (Postgraduate Residency Training, 1 credit, Fall P2)• Enroll in PHRM 482 (Independent Research, 1 credit, any semester)• Enroll in PHRM 575 (Advanced Pediatric Pharmacotherapy, 2 credits, Spring P3)
Additional Elective courses	<ul style="list-style-type: none">• Must complete 2 additional elective courses from the following list:<ul style="list-style-type: none">• PHRM 461, Integrative Medicine (1 credit)• PHRM 571, Ambulatory care (1 credit)
Research	<ul style="list-style-type: none">• Conduct a clinical research project individually or in a small group of two or three students. The deliverables are:<ol style="list-style-type: none">1. Complete CITI training in accordance with the requirements of the institution where the IRB for the project will be submitted;2. Complete IRB or necessary institution research paperwork, as needed;3. Present a poster at a state or national meeting

APPE*	<ul style="list-style-type: none"> • A minimum of 12 credit hours from APPE rotations in either acute or ambulatory care: <ul style="list-style-type: none"> • Acute care subtrack: Acute care APPE rotations (minimum 12 credit hours) with at least one acute care rotation in critical care (ICU) • Ambulatory care subtrack: Ambulatory care APPE rotations (minimum 12 hours) with at least one ambulatory care rotation having a chronic disease state collaborative practice agreement • For fellowship track, a combination of two (2) acute and two (2) ambulatory care rotations (or minimum 16 hours) with a minimum of four (4) clinically focused APPE rotations (or minimum of 16 credit hours).
*Requires at least one elective APPE rotation	

Additional Details about requirements:

Longitudinal clinical research or quality performance improvement project.

- It is the responsibility of the students to complete this requirement either individually or in a small group of two to three students to conduct a research project. In addition to identifying the group, students should identify a research mentor and work with them to develop the project. The track coordinator and liaison can help facilitate the identification of possible mentors but it is the responsibility of the student to follow through on the implementation and coordination of the project.
- During PHRM 482 (Independent Research Elective), students must complete CITI training, conduct background research on the subject being studied, complete a formal presentation on the background literature, and complete necessary IRB or institution research paperwork, as applicable.
- The research mentor should be able to guide the students through the research project experience during the P2 through P4 years and be responsible for mentoring and assessing successful completion of the project.
- The project must be submitted for dissemination as a podium or poster presentation at a state and/or national conference. Submission to a peer-reviewed journal for scientific publication is also acceptable to meet this requirement.

Attendance at the PGT Boot Camp is required during the P4 year of the curriculum.

- Workshop topics will vary based upon needs of track participants but may include: writing a letter of intent, ASHP Midyear preparation, match processes, interview skills, research methods and statistics, networking opportunities with program directors, etc.
- Students should be prepared to attend workshops that may occur outside normal business hours (i.e., during evenings or weekends).

Program Completion Documentation

Towards the end of the P4 academic year, applicants who have completed all necessary requirements for achieving the PGT program at graduation must submit the following documents to the track coordinator, usually by **March 15th**:

1. Unofficial transcript documenting GPA and all required and elective didactic courses taken along with all 4th year APPE rotation;

2. Documentation of presentation of research at state or national conference, completed CITI training, and IRB or institution research paperwork;
3. Documentation of attendance of regional or national residency showcase;
4. Appropriate documentation for PGT Boot Camp.

Leadership in Pharmacy Practice Track

Description

This track is designed to assist students in building their leadership skills. Students will examine their personal philosophies, innate characteristics, and the way they interact with others and their world. Students will engage in real world leadership experiences that provide them with growth opportunities and prepare them for the changing environment of health care upon graduation. Students completing this track will be well prepared to assume future leadership roles within a variety of organizations. They will be aware of their personal strengths and attributes and use this awareness to lead in their own way. Students will explore different ways of communicating with others in order to achieve shared goals. Through knowing themselves as well as their colleagues, they will be able to inspire others to achieve their best performance.

Outcomes

Students completing the program will be able to:

1. Examine and reflect on personal knowledge, skills, abilities, beliefs, biases, motivation, and emotions that could enhance or limit personal and professional growth.
2. Demonstrate responsibility for creating and achieving shared goals, regardless of position.
3. Engage in innovative activities by using creative thinking to envision better ways of accomplishing professional goals.
4. Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Admission Requirements

Students must be currently enrolled and successfully complete all required coursework in the second professional year (P2) and in good academic standing in the MU PharmD program.

Interested students must submit the following application materials:

- Current curriculum vitae
- Cover letter describing interest in participating in the certificate program, professional goals, and the reason(s) the candidate merits consideration for the track program

Selections of students admitted into the track are based on the following criteria:

- Completeness and content of application materials.
- Compatibility of the applicants' reasons for interest in the program and professional goals with the goals of the program.

Applicants will be notified no later than October 20th regarding status of their application.

Required Program Experiences

Completion of the track program requires completion of the following experiences:

- All required core curriculum as required by the Doctor of Pharmacy curriculum
- Required elective courses:

- PHRM 596 – Leadership for Pharmacists (2 credit hours; Fall P3)
- PHRM 597 – Leadership: People & Change (2 credit hours; Spring P3)
- Two APPE rotations with significant leadership or management experience:
 - One of these rotations must be focused on working with a leader in any setting.
 - The second rotation could be with another leader at a different site or could be in any other practice area and involve some type of leadership project completed for that site.
- A longitudinal leadership project completed during the APPE year. This project could be either research-based or be implemented practically at a partner health care site or the School:
 - The project will be identified either through track coordinators or by student suggestion and coordinator approval. Students may work in groups at the discretion of the course coordinators.
 - Participants will be assigned track course faculty member to serve as their mentor. This individual will guide them through the research project experience and be responsible for mentoring and assessing successful completion of the project.
 - The project must be submitted for either:
 - dissemination as a podium or poster presentation at a local, regional and/or national conference or a peer-reviewed scientific publication; OR
 - consideration for implementation in an organization the student has worked with during his or her time in the track program.

Pharmaceutical Sciences Research Track

Description

The pharmaceutical sciences research track is designed to give motivated students the opportunity to expand their laboratory knowledge and/or research skills. It is intended to expose students to the types of research that could be done as a PharmD and to improve critical thinking and problem-solving ability. This program is designed to provide track participants with the necessary guidance, experiences, and core knowledge to obtain and succeed in a research position.

Outcomes

Students participating in the track will be able to:

1. Demonstrate an expanded knowledge base in research methodologies and techniques.
2. Propose original research questions.
3. Critically read and evaluate primary research literature and apply it to their research project.
4. Successfully manage their time to complete a research project.
5. Gain experiences to increase competitiveness for positions when applying for industrial or academic research fellowships or positions.
6. Disseminate their research at a local, regional, or national meeting.
7. Use the scientific method, generate hypotheses, and/or design experiments.

The track program will be comprised of four main components:

1. Coursework: Students will complete at least 3 credit hours of PHRM 482 Independent Research
2. Experiential education: Students will apply their knowledge in a research focused elective APPE rotation.
3. Industrial and Research Fellowship preparation: Students will participate in a workshop intended to prepare them to apply for research positions.
4. Presentation of research: Students will disseminate the results of their research at a local, state, or national venue.

Admission Requirements

Students must satisfy the following criteria to be considered for admission to the track:

- Current enrollment in the second professional year (P2) and in good standing in the MU PharmD program
- Successful completion of all required coursework through the spring semester of the first professional year

Interested students must submit the following application materials to the Research Track Director by May 1st during the first professional year:

- Current curriculum vitae, including GPA
- Cover letter describing interest in participating in the track program, professional goals, and the reason(s) the candidate merits consideration for the track program

The following selection criteria will be used to determine which students will be offered admission to the program:

- Completeness and content of application materials.
- Compatibility of the applicants' career aspirations, reasons for interest in the program, and professional goals with the goals of the program.

Each year, up to six (6) applicants will be selected for entry into the track program. Applicants will be notified no later than June 1st regarding status of their application.

Required Program Experiences

Successful completion of the track program requires successful completion of the following experiences:

- All required core curriculum as required by MU PharmD program
- One elective didactic course:
 - PHRM 482 – Independent Research (3 credit hours minimum). These credits can be taken in a single semester or over the course of multiple semesters. Note that each credit hour requires 2-3 hours of work per week. The research must be pharmaceutical sciences based.
 - APPE rotation - Research Elective (minimum of 4 credit hours)
- A research project and poster presentation at a local, regional, or national meeting.
 - The project will be identified by the course coordinators or by student suggestion and coordinator approval. Participants will be assigned a faculty member in the Department of Pharmaceutical and Graduate Life Sciences faculty to serve as their research mentor. This individual will guide them through the research project experience during the entirety of the track and will be responsible for mentoring and assessing successful completion of the project.
 - The project must be submitted for dissemination as a podium or poster presentation at a local, regional and/or national conference.

Appendix A

Doctor of Pharmacy Honor Code

As members of the MU PharmD program, we commit ourselves to unwavering professionalism and rigorous ethical standards. We will behave with integrity and honesty, upholding the honor of our profession and institution and accepting full responsibility for our actions. We are dedicated to being professionals of ability and conviction and leading principled, productive, and compassionate lives that improve the human condition.

Affirming Honor Code Pledge

"I affirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Reaffirming Honor Code Pledge

"I reaffirm the Manchester University Doctor of Pharmacy Honor Code and commit to upholding its expectations and spirit in all that I do."

Appendix B

Pledge of a Healthcare Professional

From this day forward, I vow to always conduct myself in a manner consistent with the expectations of the profession I have chosen.

I will treat my patients, coworkers, faculty, preceptors, clinical educators, and fellow students with respect. I pledge to uphold the highest standards of professional and personal integrity and, through my words and actions, encourage others to do the same.

I will hold sacred the professional confidences shared with me and maintain sensitivity to the diversity of beliefs. I will enter professional discussions with an open mind and a collegial spirit.

I promise to honor the patients I will serve, and my profession, by striving for the highest level of competence in my discipline for as long as I practice. I will be a contributing and collaborative member of the community of health professions scholars and enrich the classroom and clinic with my reasoned ideas and opinions.

I will abide by the laws and the code of ethics of my profession, and by the Honor Code of the College of Health Sciences and Pharmacy. I will consistently conduct myself in a way that brings honor upon my University and my discipline.

From this day forward, I am a professional, and may my thoughts, words and deeds forever proclaim this fact to the society I pledge to serve.

Appendix C

Code of Ethics for Pharmacists

Preamble

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

- I. **A pharmacist respects the covenantal relationship between the patient and pharmacist.**
Considering the patient-pharmacist relationship as a covenant means that a pharmacist has moral obligations in response to the gift of trust received from society. In return for this gift, a pharmacist promises to help individuals achieve optimum benefit from their medications, to be committed to their welfare, and to maintain their trust.
- II. **A pharmacist promotes the good of every patient in a caring, compassionate, and confidential manner.** A pharmacist places concern for the well-being of the patient at the center of professional practice. In doing so, a pharmacist considers needs stated by the patient as well as those defined by health science. A pharmacist is dedicated to protecting the dignity of the patient. With a caring attitude and a compassionate spirit, a pharmacist focuses on serving the patient in a private and confidential manner.
- III. **A pharmacist respects the autonomy and dignity of each patient.** A pharmacist promotes the right of self-determination and recognizes individual self-worth by encouraging patients to participate in decisions about their health. A pharmacist communicates with patients in terms that are understandable. In all cases, a pharmacist respects personal and cultural differences among patients.
- IV. **A pharmacist acts with honesty and integrity in professional relationships.** A pharmacist has a duty to tell the truth and to act with conviction of conscience. A pharmacist avoids discriminatory practices, behavior or work conditions that impair professional judgment, and actions that compromise dedication to the best interests of patients.
- V. **A pharmacist maintains professional competence.** A pharmacist has a duty to maintain knowledge and abilities as new medications, devices, and technologies become available and as health information advances.
- VI. **A pharmacist respects the values and abilities of colleagues and other health professionals.** When appropriate, a pharmacist asks for the consultation of colleagues or other health professionals or refers the patient. A pharmacist acknowledges that colleagues and other health professionals may differ in the beliefs and values they apply to the care of the patient.
- VII. **A pharmacist serves individual, community, and societal needs.** The primary obligation of a pharmacist is to individual patients. However, the obligations of a pharmacist may at times extend beyond the individual to the community and society. In these situations, the pharmacist recognizes the responsibilities that accompany these obligations and acts accordingly.
- VIII. **A pharmacist seeks justice in the distribution of health resources.** When health resources are allocated, a pharmacist is fair and equitable, balancing the needs of patients and society.

**Adopted by the membership of the American Pharmacists Association October 27, 1994.*

Appendix D

Oath of a Pharmacist

"I promise to devote myself to a lifetime of service to others through the profession of pharmacy. In fulfilling this vow:

- I will consider the welfare of humanity and relief of suffering my primary concerns.
- I will promote inclusion and belonging, respect differences in all individuals, and address health disparities to advance health equity for all people.
- I will apply my knowledge, experience, and skills to the best of my ability to assure optimal outcomes for all patients.
- I will respect and protect all personal and health information entrusted to me.
- I will accept the responsibility to improve my professional knowledge, expertise, and self-awareness.
- I will hold myself and my colleagues to the highest principles of our profession's moral, ethical and legal conduct.
- I will embrace and advocate changes that improve patient care.
- I will utilize my knowledge, skills, experiences, and values to prepare the next generation of pharmacists.

I take these vows voluntarily with the full realization of the responsibility with which I am entrusted by the public."

The revised Oath was adopted by the AACP Board of Directors and the APhA Board of Trustees in August 2025.

Appendix E

Faculty Directory – School of Pharmacy

Department of Pharmacy Practice

Name	Credentials	Title	Practice Site / Role	Email
Jennifer A. Campbell	Pharm.D., DipACLM	Professor	—	jacampbell@manchester.edu
Samantha Champion	Pharm.D.	Instructor / Experiential Education Coordinator	—	schampion@manchester.edu
Teresa DeLellis	Pharm.D., BCPS, BCGP	Chair / Associate Professor	—	tmdelellis@manchester.edu
Riley Eichenauer	Pharm.D., BCPS	Assistant Professor	Parkview Regional Medical Center	rreichenauer@manchester.edu

Norman E. Fenn	Pharm.D., BCPS, BCPPS	Associate Professor	Parkview Women's and Children's Hospital	nefenn@manchester.edu
Sarah K. Gordon	Pharm.D., BCPS, FNAP	Associate Dean / Associate Professor	—	skgordon@manchester.edu
Kierstan Hanson	Pharm.D.	Associate Professor	Ambulatory Care	khanson@manchester.edu
Haley Howard	Pharm.D.	Assistant Professor	Cameron Memorial Community Hospital	hlhoward@manchester.edu
Jason L. Isch	Pharm.D., BCACP, CTTS	Associate Professor	St. Joseph Medical Center	jlishch@manchester.edu
Sarah Iskander	Pharm.D., BCPS	Assistant Professor	Lutheran Hospital	siskander@manchester.edu
Austin Mondloch	Pharm.D., MA, BCMAS	Assistant Professor / Director of Drug Info	MU Drug Information Center	amondloch@manchester.edu
Sara Trovinger	Pharm.D., M.Ed.	Associate Professor / Director of Clinical Education	—	sntrovinger@manchester.edu
Mary Wambui Wamburu	Pharm.D.	Associate Professor	Lutheran Hospital	mwamburu@manchester.edu
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Department of Pharmaceutical and Graduate Life Sciences

Name	Credentials	Title	Specialty / Role	Email
Dennis A. Brown	Ph.D.	Professor	Medicinal Chemistry	dabrown@manchester.edu
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Ann Savariar-Drummond	M.S.	Assistant Professor	Pharmacogenomics	asavariardrummond@manchester.edu
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