



Manchester
University

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

PHARMACY STUDENT HANDBOOK
2026-2027

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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".

Message from the Associate Dean of Pharmacy Affairs



It is my great honor and privilege to welcome you to our School of Pharmacy and to the pharmacy profession!

By choosing this path, you are joining a respected and rewarding profession dedicated to improving lives, advancing health, and making a meaningful difference in the communities we serve.

Pharmacy is much more than the study of medications. It is a profession built on compassion, integrity, knowledge, and service. Every day, pharmacists have the opportunity to care for patients, advocate for their well-being, and contribute to healthier communities. As you begin your journey, take pride in knowing that you are preparing to become part of a profession that is consistently trusted and valued for its commitment to patient care and public service.

You should also know that pharmacy school is not easy. The curriculum is rigorous, the expectations are high, and the standards are designed to prepare you for the responsibilities you will one day assume as a healthcare professional. There will be challenges along the way, and we will ask much of you academically, professionally, and personally.

At the same time, our commitment to your success is unwavering. Our faculty, staff, preceptors, and administrators are dedicated to supporting your growth and helping you reach your full potential. We believe in fostering an environment that challenges students to excel while providing the resources, mentorship, and encouragement needed to succeed.

This Student Handbook serves as more than a collection of policies and procedures. It represents our shared commitment to professionalism, accountability, integrity, and student success. It outlines the expectations that will guide your development as a student pharmacist and future healthcare professional while reinforcing the values that define our school and our profession.

As you begin this exciting chapter, I encourage you to approach every opportunity with curiosity, resilience, and a commitment to excellence. We are proud to welcome you into our academic community and look forward to supporting you as you develop the knowledge, skills, and character necessary to become an outstanding pharmacist and leader.

Welcome to the School of Pharmacy. Welcome to a profession dedicated to caring for others. We are honored to be part of your journey.

Sincerely,

Sarah K. Gordon

Introduction

The Pharmacy Student Handbook applies to all students enrolled in courses within the Manchester University PharmD program and is designed to serve as a reference for the students regarding the policies and procedures of the 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) and Academic Catalog.

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's policies and guidelines 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. Sarah K. Gordon, Pharm.D., BCPS, FNAP	Associate Dean of Pharmacy Affairs	skgordon@manchester.edu	260-470-2744
Dr. Stacy Reid, Pharm.D., BCPS	Director of Clinical Education for Pharmacy	sreid@manchester.edu	260-470-2654

Key Contacts

Name	Title	Email	Phone
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
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

Manchester University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603, 312/644-3575; FAX 866/228-2631; web site: www.acpe-accredit.org.

The program's current accreditation is effective through June 30, 2030.

Technical Standards

The Manchester University School of Pharmacy is committed to preparing graduates with the knowledge, skills, clinical judgment, and professional behaviors required to provide safe, effective, and patient-centered pharmacy care. These Technical Standards describe the nonacademic abilities and professional attributes required for admission, progression, and graduation from the Doctor of Pharmacy program.

Qualified students must meet these standards, with or without reasonable accommodation. The School provides reasonable accommodations to qualified students with documented disabilities in accordance with applicable law. Students seeking accommodations are encouraged to contact Ms. Mia Miller, Director of Disability Services (MLMiller02@manchester.edu), as early as possible.

Students must meet the following standards:

1.Clinical and Technical Skills – Safely participate in required classroom, laboratory, simulation, and patient care experiences throughout the curriculum. Perform pharmacy-related clinical assessments, compound and dispense medications, administer immunizations, and perform other technical skills necessary to achieve program competencies. Participate appropriately in emergency response consistent with program requirements.

2.Information Gathering and Interpretation – Accurately obtain, interpret, and analyze information necessary for patient care from patients, caregivers, health records, laboratory data, medication information resources, and other appropriate sources. Recognize clinically significant findings and changes in patient status. Accurately identify medications and pharmaceutical products.

3.Cognitive and Clinical Reasoning – Comprehend, analyze, synthesize, and apply scientific and clinical knowledge. Integrate foundational knowledge into new situations. Exercise sound clinical judgment and solve problems. Interpret patient information, recognize clinically significant findings, and make evidence-informed recommendations. Concentrate on essential tasks despite environmental distractions. Demonstrate competency through required coursework, assessments, and learning activities. Use technology required throughout the curriculum.

4.Communication Skills – Communicate effectively, respectfully, and professionally in spoken and written English with patients, caregivers, faculty, staff, colleagues, and other members of the healthcare team. Communicate information accurately and in a manner appropriate to the needs of the audience. Provide patients with clear medication information and counseling. Document patient care accurately, clearly, and in a timely manner using appropriate technologies. Organize and communicate ideas effectively in written and verbal communication.

5.Interpersonal Skills – Establish and maintain effective professional relationships with patients, caregivers, faculty, staff, colleagues, and other members of the healthcare team. Work collaboratively with others while demonstrating empathy, integrity, and respect. Establish appropriate professional boundaries. Communicate effectively and respectfully with individuals and groups from diverse backgrounds. Contribute positively to team-based patient care.

6. Professionalism and Ethical Conduct – Demonstrate professionalism, integrity, accountability, and ethical judgment. Maintain composure during stressful situations. Accept and incorporate feedback to support continued professional growth. Organize tasks, establish priorities, solve problems, and adapt to changing circumstances. Work both independently and collaboratively. Maintain the confidentiality and security of patient information. Comply with University, School, experiential education site, and professional policies and standards. Provide respectful, patient-centered care to all patients.

Transfer Credit and Advanced Academic Standing

Policies governing transfer credit and advanced academic standing for the Doctor of Pharmacy program are published in the Manchester University [Academic Catalog](#). The Academic Catalog is the official source for eligibility requirements, procedures, application deadlines, and appeals. Students with questions should contact the Office of Graduate Admissions.

Transfer of Elective Coursework

This policy applies only to students currently enrolled in the PharmD program. Students seeking transfer credit or advanced academic standing upon admission to the PharmD program are governed by the Pharmacy Transfer Credit Policy published in the University Academic Catalog.

PharmD students may transfer up to 2 credit hours of elective coursework completed while enrolled in the PharmD program at another ACPE-accredited college or school of pharmacy.

To be eligible for transfer, the course must:

- Be directly related to pharmacy, patient care, public health, health systems, or professional development.
- Not duplicate required PharmD coursework.
- Be completed with a grade of B or higher. Pass/fail courses are not eligible unless the awarding institution certifies that a passing grade is equivalent to a grade of B or higher.

Students must obtain prior approval before enrolling in the course by submitting a Transfer Elective Request Form and a course syllabus or official course description to the Associate Dean of Pharmacy Affairs (ADPA). The proposed course will be reviewed by the Pharmacy Curriculum Committee or its designee. Requests for previously completed coursework may be considered on a case-by-case basis. Coursework completed without prior approval is not guaranteed to receive transfer credit.

After completing an approved course, students must arrange for an official transcript to be sent directly to the School of Pharmacy for verification. Approved transfer coursework will be recorded as transfer credit only. Grades earned at another institution will not be included in the Manchester University PharmD grade point average.

Exceptions to this policy require approval by the Pharmacy Academic Standards and Progression (PASP) Committee.

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 ADPA 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. Accreditation Related 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

Manchester University is committed to providing equal access to its programs and services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Students seeking disability accommodations are responsible for notifying the University and requesting accommodations. Accommodations are not provided automatically.

Students requesting accommodations must provide documentation that verifies eligibility under the ADA and Section 504. Documentation must be provided by a qualified licensed professional and should be current and reflect the student’s present functional limitations.

Requests for accommodations should be submitted to Mia Miller, Director of Disability Services, in the Student Success Center on the North Manchester campus. The Director of Disability Services reviews accommodation requests, determines eligibility, and provides students with information about the accommodation process and any additional requirements.

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 it to University Safety. 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 library area 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 room 107. There is also a microwave for student use in the first-floor hallway just outside suite 125.

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 School/College/University. This prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to 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 School/College/University 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 Manchester University student email account is the University's official method of electronic communication with PharmD students. Program announcements and academic communications, including information related to required and elective courses and experiential education, may be distributed through Manchester email and/or the appropriate PharmD class (Class of) page. Individual courses may also use Canvas, the University's learning management system, to communicate with students. Other program systems, such as examination software and experiential education software (e.g., CORE ELMS), may use their own internal messaging features. Students are responsible for regularly monitoring these communication channels and should review each course syllabus for course-specific communication expectations.

It is the professional responsibility of all students in the MU PharmD program to regularly check their Manchester email account and any other program-related communication systems for messages from faculty and administrators. Students are expected to monitor these systems frequently enough to remain informed about program information, requirements, and deadlines. Failure to check Manchester email or other program-related communication systems is not an acceptable excuse for missing events, failing to meet program requirements, submitting assignments late, or failing to submit assignments.

MU alerts

Students are strongly encouraged to 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 University laptop and related accessories during new student orientation. Students assume responsibility for this equipment by completing the Academic Technology Program Student Contract.

Students are responsible for maintaining access to a functional computer that meets the technology requirements of the PharmD program. Those who choose to use a personal computer instead of the University-issued device are responsible for ensuring it is compatible with required University and program software.

Students should promptly report hardware or software problems with University-issued equipment to ITS. All required devices should be kept updated and in good working order throughout the program.

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 the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal financial aid. Questions regarding financial aid should be directed to [Student Financial Services](#), which provides information about financial aid, loans, scholarships, payment plans, and other financial resources.

Financial Policies and Payment of University Charges

The Manchester University [Academic Catalog](#) is the definitive source for University financial policies and payment requirements. The MU PharmD program follows these University-wide policies, and students are responsible for understanding and complying with them.

Students are responsible for paying tuition and fees by published deadlines, maintaining their student account in good standing, and complying with all applicable University financial policies. Current information regarding payment methods, payment plans, deadlines, and other financial policies is available in the Academic Catalog and through Student Financial Services.

Refunds Following Withdrawal

Students who officially withdraw from the University may be eligible for a refund of tuition and fees in accordance with University policy. Students receiving federal Title IV financial aid may also be subject to the federal Return of Title IV Funds requirements, which may affect their financial aid eligibility and result in a balance owed to the University.

Withdrawal from one or more courses may also affect financial aid eligibility, satisfactory academic progress, and future aid awards.

Students considering withdrawal or another change in enrollment status should consult Student Financial Services before making a final decision to understand the potential impact on their tuition charges, refunds, and financial aid eligibility.

Complete information regarding tuition refunds, the Return of Title IV Funds, post-withdrawal disbursements, and related financial policies is available in the Academic Catalog and through Student Financial Services.

Student Policies, Procedures, and Services

Professional Identity Formation (PIF): Community Outreach

Community outreach is a core component of the School of Pharmacy's Professional Identity Formation (PIF) Program. Through service to others, students develop professionalism, leadership, cultural awareness, and a commitment to improving the health and well-being of the communities they serve.

Community outreach experiences may include health-related service, volunteer work with nonprofit organizations, educational programs, community events, or other activities that contribute meaningfully to the community. While students are encouraged to participate in health-focused outreach as their knowledge and skills develop, service is not limited to healthcare-related activities.

Requirements

Students enrolled in the P1, P2, and P3 years of the PharmD program, including those on alternate progression plans, must complete 8 hours of approved community outreach each academic year as part of the Professional Identity Formation Program.

Students are responsible for:

- completing the required outreach hours during each academic year;
- documenting each activity in Canvas by the published deadline;
- providing complete and accurate information for each submission.

Incomplete submissions may be returned for revision and will not count toward the requirement until all requested information has been provided.

Failure to complete the community outreach requirement may affect progression in the PharmD program as outlined in the Professional Identity Formation Program requirements and the Student Progression Policies.

Selecting Community Outreach Activities

Students are encouraged to choose experiences that are meaningful, promote personal and professional growth, and positively impact their communities. Examples include:

- health screenings or health education events;
- service with nonprofit or community organizations;
- educational outreach in schools or community centers;
- food banks, shelters, or other organizations serving vulnerable populations;
- environmental or civic improvement projects.

Students who are uncertain whether an activity meets the requirement should consult the Office of Student Life, Fort Wayne before participating.

Substance Use and Impairment Policy

Purpose

The Manchester University School of Pharmacy recognizes that substance use disorders and other addictive behaviors are treatable health conditions that may affect a student's health, well-being, and ability to safely fulfill the responsibilities of a student pharmacist. This policy is intended to support students while protecting patients, experiential practice sites, the pharmacy profession, and the public by encouraging students to seek appropriate evaluation and treatment when needed.

Because pharmacy education includes patient care and responsibilities unique to the profession, the School of Pharmacy has an obligation to promote patient safety and ensure that students can safely participate in academic and experiential learning activities.

Student Responsibilities

Student pharmacists are entrusted with responsibilities that require sound professional judgment and the confidence of patients, colleagues, faculty, preceptors, and the public. Students are expected to comply with the Manchester University Honor Code, University policies, and the professional standards of the pharmacy profession.

Students experiencing concerns related to alcohol, prescription medications, controlled substances, illicit drugs, gambling, or other addictive behaviors are encouraged to seek confidential assistance as early as possible through the University's Counseling Services, Office of Student Life, or another appropriate healthcare provider.

Referral Process

Students may voluntarily seek confidential assistance through the University's student support resources, including Counseling Services and the Office of Student Life.

A student may also be referred for review when there is reasonable concern that a substance use disorder or impairment may be affecting the student's ability to safely fulfill academic or professional responsibilities. Concerns may be raised by faculty, staff, preceptors, fellow students, or others through the University's established student support or referral processes.

Examples of behaviors that may warrant further assessment include, but are not limited to:

- Declining academic or experiential performance.
- Repeated absences, tardiness, or failure to meet professional responsibilities.
- Significant changes in behavior, mood, judgment, or interpersonal interactions.
- Signs of possible impairment while participating in classroom, laboratory, simulation, or experiential activities.
- Concerning changes in appearance, self-care, or functioning.
- Legal or disciplinary issues related to substance use or other addictive behaviors.
- Other behaviors suggesting the student may be unable to safely perform the responsibilities of a student pharmacist.

A referral does not constitute a disciplinary finding and is intended to facilitate appropriate evaluation and support.

The University will make reasonable efforts to maintain the confidentiality of students seeking assistance, consistent with applicable law and University policy. Information will be shared only as necessary to protect student or patient safety, fulfill educational or safety responsibilities, or comply with legal requirements.

Evaluation and Treatment

When appropriate, the School of Pharmacy may require documentation from an appropriately qualified healthcare professional regarding a student's ability to safely participate in the PharmD program.

Students are expected to comply with recommended evaluation and treatment plans as a condition of continued participation in academic or experiential activities when necessary to protect patient safety or satisfy program requirements.

When appropriate, the School of Pharmacy may recommend or facilitate referral to the Indiana Pharmacists Recovery Network (PRN), which provides recovery support and monitoring for pharmacists, pharmacy interns, and pharmacy students.

Students receiving treatment may remain enrolled in and complete the PharmD program provided they can safely participate in required educational activities and continue to meet applicable academic, professional, and conduct expectations.

Professional Conduct

Nothing in this policy limits the University's authority to address violations of the Student Code of Conduct, Honor Code, professional standards, or applicable law.

Students whose conduct violates the Honor Code, the Student Code of Conduct, professional standards, or applicable law remain subject to corrective or disciplinary action, including dismissal from the PharmD program, regardless of whether the student also has a substance use disorder.

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 or Manchester email 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 experience personal, academic, or professional challenges during their time in the Manchester University PharmD program. The University provides free, confidential Counseling Services to support student well-being and success.

Counseling Services are available to all enrolled students at no charge. Students may schedule up to eight counseling sessions per semester and may be referred to community providers or other appropriate resources when additional or ongoing support is needed.

Appointments with University Counseling Services on the Fort Wayne campus may be scheduled by emailing fwcounselingservices@manchester.edu. Counseling Services are regularly available on the Fort Wayne campus as communicated throughout the semester.

Students enrolled in both the campus and distance pathways have access to Counseling Services. Because state licensure requirements govern the delivery of counseling services, the process for accessing services may differ for students residing outside Indiana. Counseling Services assists out-of-state students in identifying appropriate local providers and community resources when necessary.

Students who are concerned about their own well-being or that of a classmate are encouraged to contact Counseling Services or the Office of Student Life. Faculty and staff may also connect students with appropriate support resources through the University's student support processes.

Student Health and Safety

The School of Pharmacy is committed to supporting student well-being while maintaining a safe learning environment for students, patients, faculty, staff, and preceptors. Concerns regarding student health or safety are addressed in accordance with applicable University policies and procedures. Students are encouraged to seek assistance early whenever personal, emotional, behavioral, or mental health concerns may affect their well-being or their ability to participate successfully in the program.

In situations involving a significant concern for a student's health or safety, the University may notify a student's designated emergency contact or, when appropriate, a parent or legal guardian, consistent with applicable law and University policy.

Title IX and Sexual Misconduct

Manchester University is committed to providing an educational and work environment free from sex discrimination, sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, stalking, and retaliation. The University prohibits sex discrimination and related prohibited conduct consistent with applicable federal and state law and University policy.

Students who experience, witness, or become aware of conduct that may violate the University's Title IX policy are encouraged to report their concerns promptly. Reports may be made to the University's Title IX Coordinator or through other reporting options identified by the University.

The University's Title IX Policy and Procedures for Sexual Misconduct Complaints, reporting options, supportive measures, and additional resources are available on the [Manchester University Title IX website](#). Students are encouraged to review these materials to understand their rights, available supportive measures, reporting options, and the University's procedures for responding to concerns.

Alcohol, Tobacco, and Other Inhalants

PharmD students are expected to comply with all University policies governing alcohol, tobacco, e-cigarettes and other vaping devices, and other controlled substances.

Alcohol is prohibited on Manchester University property except as authorized by University policy. Approved exceptions include University events authorized through Conference Services or approved by the Vice President for Academic Affairs (or designee).

The use of tobacco products, including cigarettes, smokeless tobacco, e-cigarettes, vaping devices, and other inhalant products, is prohibited on the Fort Wayne campus, including parking lots, except as permitted by University policy.

Health Insurance

All PharmD students are required to maintain health insurance coverage and provide proof of coverage at the beginning of each academic year.

Students may satisfy this requirement through a parent or guardian's health insurance plan (when eligible), an employer-sponsored plan, an individual health insurance plan, or another qualifying source of coverage.

Students who need assistance exploring health insurance options may visit www.healthcare.gov or contact a local health care organization, insurance provider, or Marketplace navigator for additional information.

Library Resources

North Manchester

The Learning Commons at [Funderberg Library](#) supports student learning, teaching, and research through a wide range of print and electronic resources, research assistance, interlibrary loan services, and information literacy instruction. Library resources are available both on campus and online, allowing students to access books, journals, databases, and other scholarly resources from any location.

Students have access to librarians who provide research consultations, assistance with locating and evaluating information, citation support, and interlibrary loan services. Subject-specific research guides, library databases, and additional resources are available through the Library website and LibGuides.

Fort Wayne

The Drug Information Center (DIC), located within the Learning Resources Center on the second floor of the Fort Wayne campus, supports the educational, research, and patient care needs of PharmD students. The DIC provides access to print and [electronic drug information resources](#), including textbooks, drug references, databases, and other evidence-based resources used throughout the curriculum and experiential education.

Students have access to the University's electronic library resources through Funderburg Library, including pharmacy- and health sciences-specific databases, journals, and research guides available through the Manchester University Library website and LibGuides. The Drug Information Center also helps in identifying

and using appropriate drug information resources to support coursework, scholarly activities, and clinical decision-making.

In addition, students on the Fort Wayne campus may access library resources available through the University of Saint Francis and Purdue University Fort Wayne (PFW). Students seeking information about access privileges or borrowing procedures should contact the Drug Information Center.

Local Healthcare Resources

Several urgent care clinics are located near the Fort Wayne campus. Students may seek care from the healthcare provider of their choice. Nearby options include:

Parkview Walk-in Clinic

3909 New Vision Drive

Fort Wayne, IN 46845

(260) 425-5500

Website: [Parkview Walk-in Clinics](#)

RediMed Northwest

12404 Lima Crossing Drive

Fort Wayne, IN 46818

Website: [RediMed Urgent Care](#)

Students should consult the provider's website for current hours, wait times, locations, and services before visiting. Parkview also offers real-time wait times for its walk-in clinics.

For emergency medical care, call **911** or go to the nearest emergency department.

Student Organizations and Leadership

Pharmacy Student Leadership Council

The Pharmacy Student Leadership Council (PSLC) serves as the representative student governance organization for the Manchester University PharmD program. The Council provides a forum for communication between students, faculty, and program leadership, promotes student engagement, and supports activities that enhance the student experience. Membership includes representatives from each PharmD class, including both the campus and distance pathways, as well as recognized student organizations.

Class Officers

Each PharmD class elects student officers to provide leadership, represent the interests of their classmates, and assist with class activities and communications. Leadership opportunities are available to students in both the campus and distance pathways in accordance with established election procedures. Information regarding officer positions, eligibility, nominations, and elections is communicated through Canvas and other official program communication channels.

Student Representation on School Committees

Student participation on School of Pharmacy committees is encouraged and provides an opportunity to contribute to the continuous improvement of the PharmD program.

Students may serve on selected School of Pharmacy committees. Information regarding committee opportunities, eligibility, and the application process is provided by the School of Pharmacy each academic year.

Student Organizations

Students are encouraged to participate in professional, service, leadership, and special-interest organizations that support personal and professional development. The School of Pharmacy sponsors student chapters of national pharmacy organizations and supports the formation of additional student organizations in accordance with University policies.

A current list of recognized student organizations and information regarding membership opportunities is available through the Office of Student Life, Fort Wayne.

Professionalism and Conduct

Professionalism is a foundational expectation of the Manchester University PharmD program and an essential characteristic of the pharmacy profession. Student pharmacists are expected to demonstrate integrity, accountability, respect, honesty, and professional judgment in all academic, clinical, and professional activities.

The Manchester University Doctor of Pharmacy Honor Code (Appendix A) reflects the School's commitment to these values and provides the foundation for professional conduct throughout the PharmD program. Students are expected to become familiar with and uphold the Honor Code and comply with all applicable University and School of Pharmacy policies.

The expectations described in this section supplement, but do not replace, the University policies contained in The Source (at <https://chetnet.manchester.edu/students/> under More Resources). Students are expected to comply with both University policies and the additional professional standards applicable to the Doctor of Pharmacy program.

Professional Behavior

Student pharmacists are expected to conduct themselves in a manner consistent with the Manchester University Doctor of Pharmacy Honor Code, the ethical standards of the pharmacy profession, and all applicable University and School of Pharmacy policies. Professional behavior is expected in all learning environments, including classrooms, laboratories, simulation activities, experiential education, School/College/University-sponsored events, electronic communications, and interactions with patients, faculty, staff, preceptors, classmates, and members of the public.

Conduct that is dishonest, unethical, illegal, or otherwise inconsistent with the Honor Code, the ethical standards of the pharmacy profession, or applicable University or School of Pharmacy policies may result in corrective or disciplinary action in accordance with those policies. Examples include, but are not limited to, fraud, theft, falsification of records, diversion of controlled substances, criminal conduct, or other actions that compromise patient safety, violate professional standards, or affect a student's ability to meet program or licensure requirements.

Professional Standards

The Manchester University Doctor of Pharmacy Honor Code (Appendix A), Pledge of Professionalism (Appendix B), Code of Ethics for Pharmacists (Appendix C), and Oath of a Pharmacist (Appendix D) describe the professional values and ethical responsibilities expected of student pharmacists. Students are expected to become familiar with these documents and demonstrate these principles throughout the PharmD program.

Professional Appearance

Student pharmacists represent both Manchester University and the pharmacy profession in classrooms, laboratories, simulation activities, experiential education, and other professional settings. Students are expected to maintain a professional appearance and personal hygiene appropriate to the learning environment and consistent with patient safety, infection prevention, professionalism, and the expectations of the University and the pharmacy profession.

When participating in experiential education or other activities requiring professional attire, students are expected to comply with the dress and appearance requirements established by the practice site, course, or activity coordinator. Students must wear required identification, including a Manchester University name badge and, when applicable, a white coat or other attire required by the practice site or course. If a practice site requires its own identification badge, students should wear both badges unless otherwise directed by the Office of Experiential Education or the practice site.

Students should avoid fragrances or scented products, including perfumes, colognes, lotions, and essential oils, that may adversely affect patients, colleagues, or others in the learning environment.

Students are expected to maintain appropriate personal hygiene and grooming consistent with patient safety, infection-prevention practices, and professional expectations.

Attire should be clean, neat, safe, and appropriate for the educational or professional setting. Clothing, footwear, or accessories that compromise safety, interfere with patient care, or are inconsistent with professional expectations are not permitted.

Examples of attire that is generally not appropriate for professional or patient-care settings include:

- Clothing that is excessively revealing, including low-cut, sheer, see-through, backless, or midriff-baring garments.
- Clothing that is torn, frayed, excessively distressed, or otherwise unprofessional in appearance.
- Shorts, athletic wear, sweatpants, pajama pants, beachwear, or other attire that is excessively casual or inappropriate for a professional healthcare environment.
- Clothing displaying offensive, discriminatory, profane, obscene, or otherwise inappropriate messages or images that are inconsistent with a professional healthcare environment.
- Hats, caps, or other head coverings worn indoors, except when required for religious, cultural, medical, safety, or site-specific purposes.
- Footwear that is unsafe or inappropriate for the educational or practice setting, such as flip-flops, open-toed sandals, slippers, or other footwear that does not meet applicable safety or practice-site requirements.

Students who do not comply with applicable dress or appearance requirements may be required to change attire before participating in the scheduled educational or experiential activity.

Students with questions regarding appropriate attire should consult the course instructor, Office of Experiential Education, or practice site before participating.

Additional Dress Code Requirements

Certain courses, laboratories, simulation activities, experiential education, service activities, or other educational settings may have additional dress, safety, or personal protective equipment requirements. Students are responsible for complying with these requirements as communicated by the course instructor, activity coordinator, Office of Experiential Education, or practice site.

Learning Environment Expectations

Student pharmacists are expected to contribute to a respectful, professional, and productive learning environment. Professional conduct is expected in all instructional settings, including classrooms, laboratories, simulation activities, and synchronous online learning. Students are expected to arrive prepared, participate appropriately, demonstrate courtesy and engagement, and show respect for faculty, classmates, guest speakers, standardized patients, and others participating in the educational process.

Examples of behaviors that are inconsistent with these expectations include, but are not limited to:

- Frequently missing class, repeatedly arriving late, leaving class early without a valid reason, or not communicating with the course instructor when appropriate.
- Behavior that disrupts class or interferes with the learning of others, including side conversations, unnecessary movement, or other distracting behavior.
- Using phones, computers, tablets, or other electronic devices for activities unrelated to the class when their use has not been authorized by the instructor.
- Sleeping, not paying attention, or working on activities unrelated to the class.
- Treating faculty, staff, classmates, patients, standardized patients, preceptors, guest speakers, or others in a disrespectful, intimidating, or disruptive manner, including interrupting others or preventing them from participating.
- Interrupting class to argue about grades, course policies, or other concerns instead of discussing them during a break, office hours, or another appropriate time.
- Not following classroom, laboratory, simulation, or other instructional procedures established by the course instructor.
- Attending or participating in educational activities while impaired by alcohol, drugs, or another condition that compromises safety or learning.

Students are expected to silence mobile devices during instructional activities unless their use is authorized by the instructor or required for educational purposes.

Students are responsible for maintaining access to required technology and ensuring that University-issued or other required devices remain functional, updated, and available for participation in the curriculum.

Online Communication and Conduct

Professional expectations apply equally to in-person and online learning environments. Students are expected to communicate respectfully and professionally in all electronic communications and online educational activities, including email, learning management system discussions, videoconferencing, messaging platforms, and other technologies used as part of the PharmD curriculum.

Examples of behaviors that are inconsistent with these expectations include, but are not limited to:

- Using offensive, discriminatory, profane, threatening, harassing, or abusive language.
- Making personal attacks or disrespectful comments toward classmates, faculty, staff, preceptors, guest speakers, standardized patients, or others participating in the educational process.
- Posting or sharing content that is unrelated to the educational activity or that disrupts the learning environment.
- Communicating in a manner that is intentionally disrespectful, including excessive use of capitalization (which may be interpreted as shouting), profanity, or other language that is hostile or unprofessional.
- Sharing confidential, sensitive, or protected information in violation of University policy, course requirements, or applicable law.
- Recording, photographing, screenshotting, or distributing class sessions, educational materials, or communications without permission when prohibited by the instructor, University policy, or applicable law.

Students are encouraged to express differing viewpoints, ask questions, and engage in respectful academic discussion. Critique ideas rather than individuals, communicate thoughtfully, and review messages before sending to ensure they are clear, respectful, and professional.

Online communication expectations are part of the broader professionalism and conduct standards described elsewhere in this handbook.

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 (1) 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 School, 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 ADPA 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', located at <https://chetnet.manchester.edu/students/> under More Resources. 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](#).

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 from the Office of the Registrar and are responsible for completing registration by the published deadlines.

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 PharmD program, graduates must pass the North American Pharmacist Licensure Examination (NAPLEX) and satisfy all additional licensure requirements established by the board of pharmacy in the jurisdiction where they intend to practice. Students are responsible for reviewing the requirements of the jurisdiction in which they intend to seek licensure.

Manchester University MU PharmD program Curriculum (Both On-Campus and Distance Pathway Plans of Study) – Starting with class entering in 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*^ (see below)	3.5	
P2 Fall	411	Integrated Pharmacotherapy (IPT) 1	4	
	412	Integrated Pharmacotherapy (IPT) 2	5	
	421	Case Conference 1	1	
	430	Pharmacy Practice Lab III	1	
	444	US Healthcare Systems and Public Health	4	

		Elective****	0-3	15 -18
P2 Spring	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	
	445	Patient Safety	2	
	471	IPPE II Institutional**^ (see below)	4	
		Elective****	0-3	17.5-20.5
P3 Fall	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	14.5-17.5
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			4	
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	
	600	Personal and Professional Development	2	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	
	442	Healthcare Systems and Patient Safety Elective****	4 0-3	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** Elective****	4 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 Elective****	3 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 Elective****	2 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	
	601	Personal and Professional 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	12.5
	330	Pharmacy Practice Lab I	1	
	334	Pharmaceutics I	2.5	
	336	Pharmaceutical Calculations	2	
	340	Patient Centered Care	5	
		Elective****		
P1 Spring	310	Pharmaceutical Biochemistry	5	16
	318	Immunology	2	
	325	Nonprescription Therapeutics	3	
	331	Pharmacy Practice Lab II	1	
	335	Pharmaceutics II	2	
	370	IPPE I Community*	3	
		Elective****		
P1 Summer	319	Pathophysiology	3	5
	337	Pharmacokinetics/ Pharmacogenomics	2	
		Elective****		
P2 Fall	402	Interprofessional Education 1	0.5	15.5
	411	Integrated Pharmacotherapy (IPT) 1	4	
	412	Integrated Pharmacotherapy (IPT) 2	5	
	421	Case Conference 1	1	
	430	Pharmacy Practice Lab III	1	
	442	Healthcare Systems and Patient Safety	4	
		Elective****		
P2 Spring	403	Interprofessional Education 2	0.5	15.5
	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****		
P2 Summer	443	Pharmacy in Public Health	3	3
		Elective ****		

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 Elective****	3	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 Elective****	2	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 630/640)	
	±640	APPE Acute Care		
	670	APPE Electives	12	
	601	Personal and Professional Development Elective ****	0.5	40.5
TOTAL				144

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

NOTE: IPPE requirements differ for students matriculating prior to Fall 2026 and those matriculating in Fall 2026 and thereafter. Refer to the Experiential Education section of this handbook for the requirements applicable to your cohort.

Experiential Education (IPPEs and APPEs)

The IPPE and APPE requirements described below apply according to a student's matriculation year. Where the curriculum tables and experiential education requirements differ because of curricular implementation, the requirements in this section govern the applicable cohort.

Introductory Pharmacy Practice Experiences (IPPEs)

Students complete Introductory Pharmacy Practice Experiences (IPPEs) during the first and second years of the PharmD program.

Students Entering Prior to Academic Year 2026–2027

IPPE I – Community Pharmacy Practice

- Two-week (**80-hour**) community pharmacy practice experience during January.
- Weekly **four-hour** experiences at the same practice site throughout the spring semester (**60 hours**).

Total: 140 hours

IPPE II – Institutional Pharmacy Practice

- Four-week (**160-hour**) institutional pharmacy practice experience completed in either January or June.

^Students Entering in Academic Year 2026–2027 and Thereafter

IPPE I – Community Pharmacy Practice (4.5 credit hours)

- **120 hours** of community pharmacy practice completed between the end of the fall semester and the beginning of the spring semester.
- Weekly **four-hour** experiences at the same practice site throughout the spring semester (**60 hours**).

Total: 180 hours

IPPE II – Institutional Pharmacy Practice (3 credit hours)

- **120 hours** of institutional pharmacy practice completed between the end of the fall semester and the beginning of the spring semester or in May.

Advanced Pharmacy Practice Experiences (APPEs)

Students complete Advanced Pharmacy Practice Experiences (APPEs) during the fourth year of the PharmD program. A minimum of **40 APPE credit hours** is required, including:

- **PHRM 610 Community Pharmacy Experience:** Minimum of 4 credit hours.
- **PHRM 620 Institutional Pharmacy Experience:** Minimum of 4 credit hours.
- **PHRM 630 Ambulatory Care Experience** and **PHRM 640 Acute Care Experience:** A combined minimum of 16 credit hours, including at least 6 credit hours in each practice setting.

The remaining APPE credit hours may be satisfied through additional required APPE experiences and/or up to 16 credit hours of **PHRM 670 Elective Pharmacy Experiences**.

Students must also:

- Complete at least one required direct patient care APPE that is precepted by a Manchester University faculty member.
- Complete a minimum of 32 APPE credit hours in direct patient care settings.

Travel and lodging may be required to complete rotations and are the responsibility of the student.

Criminal Background Checks and Drug Testing

Students are required to complete a criminal background check and drug test before beginning the first year of the PharmD program and annually thereafter. The School of Pharmacy uses a third-party vendor to conduct the criminal background check 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 may not begin IPPEs or APPEs until the required criminal background check and drug test have been completed, submitted to the program, and determined to be satisfactory.

Health and Immunization Records

All PharmD students are required to complete the University's Health Information Form, including a health history, physical examination, and immunization record. Incoming students receive instructions for completing these requirements before enrollment.

The completed Health Information Form and all required supporting documentation, including proof of required immunizations, must be submitted before the start of fall semester classes.

The School of Pharmacy partners with the Allen County Department of Health to support compliance with immunization requirements and to provide guidance regarding public health matters when appropriate.

Additional information is available from the Allen County Department of Health at

www.allencountyhealth.com or by calling **260-449-7561**

Interprofessional Education

Interprofessional education (IPE) is an integral component of the Manchester University Doctor of Pharmacy (PharmD) curriculum. Through IPE, student pharmacists learn **with, from, and about learners and professionals from other health professions** to prepare for collaborative, team-based patient care.

All PharmD students are required to participate in IPE activities throughout the curriculum. These learning experiences progressively develop students' knowledge, skills, and attitudes related to collaborative practice through the stages of exposure, immersion, and integration.

IPE experiences are delivered through the Fort Wayne Area Interprofessional Education Consortium (FWAIEC), the Indiana University Interprofessional Education Core Curriculum, required didactic coursework, co-curricular activities, and experiential education. Activities may include seminars, simulations, synchronous and asynchronous online learning, and interprofessional clinical experiences.

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 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 using 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 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 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 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

Performing pharmaceutical calculations is a critical element in providing patient care in every pharmacy practice setting. The development of calculations skills as a student plays a significant role in building a competent pharmacist. This course explores the various methods used to perform pharmaceutical calculations essential for pharmacy practice.

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 338 Pharmacy Calculation Fundamentals – 1 hour – elective

This course will develop skills and techniques to enhance learning and retention in the Doctor of Pharmacy curriculum. Performing pharmaceutical calculations is a critical element in providing patient care in every pharmacy practice setting. The development of calculations skills as a student plays a significant role in building a competent pharmacist. This course builds on the Pharmaceutical Calculations course pharmacy students take in their first year to continue to explore and expand on the various methods used to perform pharmaceutical calculations essential for pharmacy practice. In addition to the fundamental pharmacy calculations, we will expand to cover pharmacy clinical applications.

Prerequisite: Successful completion of PHRM 336

PHRM 340 Patient-Centered Care – 5 hours

The patient-centered care course will allow you to start developing professional skills required to be successful within the field of pharmacy. The course will begin with a review of the historical importance of pharmacists within the healthcare team, and transition into the calling of the profession to provide the highest level of care for patients. This calling, which is shared through interprofessional collaboration, will be reviewed within the scope of pharmacists' interactions with other members of the healthcare team. In addition, you will be challenged to reflect on your personal strengths and accomplishments while developing professional documents to assist in further growth in the profession. You will also be introduced to the Pharmacists' Patient Care Process (PPCP), which is essential for the contemporary practice of pharmacy. In order to be effective with the PPCP model, you should learn to communicate not only through your words, but through your non-verbal actions and being to develop a deeper self-awareness of how to best care for the patient given their own individual needs and motivators. Finally, a focus will be placed on introducing pharmacy law and ethics to ensure a high standard of patient care. Many essential ingredients of an effective pharmacy practitioner will be developed within this course as you begin to chart a course for your pharmacy education and future career.

Prerequisite: None

PHRM 370 IPPE I – 3 hours (4.5 hours starting for students matriculating in 2026 and thereafter)

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 (4.5 hours starting for students matriculating in 2026 and thereafter)

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 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. Each lab course will include a variety of activities simulating professional practice scenarios using 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 461 Integrative Medicine– 2 hours – elective

This course will give an overview of many complementary and integrative, including herbal therapies currently available. Students will be given the opportunity to participate as a healthcare provider counseling a patient making a lifestyle change and as the patient attempting to make a lifestyle change and also to experience some of the techniques and activities associated with other complementary and integrative medicine. As part of this course, students will be in pairs for the Therapeutic Lifestyle Change project. This project will require students to meet for 30-60 minutes each week with their partner synchronously at a time agreed upon by the pair. The time can be adjusted each week to meet the scheduling needs of the pair.

Prerequisite: None

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

In this course, we will focus on 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.

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 is taken by permission. This course can be taken multiple times, but only 1 credit will count towards a student's professional electives when applicable.

Prerequisite: None

PHRM 471 IPPE II Institutional – 4 hours (3 hours starting for students matriculating in 2026 and thereafter)

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 enables students to serve as Teaching Assistants (TAs) in a variety of pharmacy courses. TAs will learn about FERPA and the requirements of this law. TAs will work closely with their designated course coordinator to complete other course-related tasks.

Prerequisite: Successfully complete the course assisting with and submit the required application (contact course coordinator for more information)

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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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.

Prerequisite: 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. Prerequisite: 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.

Prerequisite: PHRM 444, PHRM 445

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 575 Advanced Pediatric Pharmacotherapy – 2 hours – elective

This course provides in-depth review of the pediatric population and various disease states managed through evidence-based medicine. It builds upon previous core didactic teaching in the curriculum and supports critical thinking skills, develops and enhances pharmacotherapeutic knowledge, and facilitates clinical reasoning and processing.

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

PHRM 589 Applications of Drug Literature – 1 hour – elective (on-campus students only)

PHRM 589 builds on the evidence-based practice skills developed in Drug Information and Drug Literature Evaluation (if applicable). Students will be expected to demonstrate superior critical thinking, professional writing, and professional presentation skills. Students will have the opportunity to practice evaluating drug literature in informal discussion, journal club preparation, therapeutic debate settings and quizzes. Students will also have the opportunity to be an active participant in journal club and to provide and receive constructive feedback. By the end of the course, students should be able to expertly interpret and evaluate primary, secondary and tertiary drug literature.

Utilizing drug literature to make evidence-based patient care decisions is critical to the pharmacy patient care process (PPCP). This course will enable learners to critically evaluate literature in the context of complex patient cases. Presentations and defense of patient care decisions will help prepare students for similar experiences on APPE rotations and in practice.

Prerequisite: Successful completion of PHRM 322

PHRM 591 Advanced Drug Delivery Systems – 2 hours – elective

Building on the foundational knowledge gained in Pharmaceutics 1&2 course sequence, this course explores a variety of advanced drug delivery systems, for treatment and diagnostic purposes. Emphasis will be placed on, but not limited to, polymer-based systems, nano-carriers & nano-based technologies for the delivery of therapeutics and liposomes. Discussions will extend to approved/marketed drug products that implement such novel technologies, as well as those in clinical drug development or still at the research/pre-clinical phase.

Prerequisite: Successful completion of PHRM 334 and PHRM 335

PHRM 595 Postgraduate Residency Training – 1 hour – elective

This course is intended to prepare students to succeed in the postgraduate training recruitment (PGT) process. Success not only includes obtaining a position through the residency match or fellowship appointment, but also understanding the responsibilities, expectations, benefits, and drawbacks of PGT life, determining whether PGT is the right choice for you, and finding a program that will enable you to meet

your personal and professional goals. Students in this course may meet with residents, fellows, 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 PGT 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.*

PGx 501 Introduction to Pharmacogenomics – 2 hours - elective

A presentation of the evolution of pharmacogenetics/pharmacogenomics, the human genome and modern applications of DNA information related to drugs. There will also be focused attention to necessary calculations for research and an introduction to pharmacokinetics. The main focuses of the course include precision medicine, pharmacogenomics, and pharmacokinetics. Grading for this course: A-C/F.

Prerequisite: None

ACADEMIC POLICIES

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

** Final numerical course grades will be rounded to the nearest whole number before the letter grade is assigned.*

Some courses are graded on a Pass/Not Pass (P/NP) basis with approval of the Curriculum Committee. Students may not elect to convert a letter-graded course to Pass/Not Pass. Other letter symbols used for other purposes on grade reports and records are listed in the Catalog.

Semester Hours of Credit

Manchester University uses the semester hour as the basic unit of academic credit. Information regarding credit hours, instructional time, and the expected amount of student work for each semester hour is provided in the Manchester University [Academic Catalog](#).

Dean's List

The Dean's List recognizes outstanding academic achievement during the fall and spring semesters:

- 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

The Pharmacy S.M.A.R.T. Program provides academic, professional, and personal support throughout the PharmD curriculum. Students are encouraged to use these resources early and often:

- **S – Student (Peer) Mentor Program** – each incoming student is paired with an upper-

class student mentor.

- **M – Faculty Mentoring Program** – each student is assigned a faculty mentor throughout the program for academic guidance and professional development.
- **A – Academic Support** – includes tutoring, study resources, academic success programming, and other services designed to promote effective learning and critical thinking.
- **R – Referral System** – allows faculty and staff to connect students with appropriate academic or personal support resources when concerns arise.
- **T – Teamwork** – students work in assigned teams throughout the curriculum to develop collaboration, communication, and professional teamwork skills.

Academic Check

Faculty routinely review student academic performance throughout the semester. Students experiencing academic difficulty may be contacted and referred to academic support resources.

Attendance Policies

Attendance, punctuality, and professional participation are expected in all classes, laboratories, and required activities. Professional students are expected to approach these responsibilities in the same manner expected in pharmacy practice. Additionally, active participation is vital to team dynamics and individual success.

Absences

Students are responsible for notifying the course coordinator of all planned and unplanned absences.

For **unexpected absences**, students must notify the course coordinator by **email or phone** as soon as possible. For **planned absences**, students must notify the course coordinator by **email** as soon as the absence is known. Failure to provide timely notice may result in loss of credit for graded activities occurring during the absence. Students are also encouraged to notify their success advisor of any absence.

Students are responsible for planning with the course coordinator to complete any missed work. An absence does not relieve a student of responsibility for course content, assignments, examinations, or other course requirements. The course syllabus is the definitive source for course-specific policies regarding excused and unexcused absences.

If a student will be absent for **more than three days** or for a School, College, University, or professional event, the student must notify the Associate Dean of Pharmacy Affairs (ADPA), the course coordinator(s), and the student's success advisor.

Absences Related to Religious Holidays or Obligations

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

Examination Policy for On-Campus Students

The following policy applies to all computer-based examinations in the PharmD program. Some examinations may include additional requirements, which will be communicated in the course syllabus and/or exam instructions.

All examinations use identity verification and monitoring software that records desktop activity, audio, and video. These services must remain active for the entire examination.

Before the Exam

Students are encouraged to reboot their computers and install any Windows or Chrome updates before the scheduled examination to minimize technical issues.

Students are encouraged to arrive **10 minutes before** the scheduled examination time. Examinations begin promptly at the time listed in the course syllabus. Students who arrive after the examination has begun will not be admitted to the testing room and will be considered absent (see **Exam Make-up Policy** below).

Required Items

Students must bring:

- Manchester-issued computer with the name label clearly visible and unaltered
- Privacy screen
- Manchester University student ID or government-issued photo identification

Recommended Items

Students are encouraged to bring:

- Two writing utensils (when permitted)
- Computer power cord

Prohibited Items

Unless specifically approved by the course coordinator:

- Backpacks, coats, and purses
- Raised hoods or other non-religious head coverings that prevent the proctor from viewing the student's ears
- Electronic devices (including cell phones, smart watches, earbuds, and calculators unless specifically permitted)
- Notes
- Computer sleeves
- Any other items prohibited by the examination proctor

The campus dress code applies during examinations.

During the Exam

Students must:

- Use only resources specifically permitted for the examination.
- Keep the privacy screen in place throughout the examination.
- Begin the examination at the scheduled time.
- Complete the examination within the allotted time.
- Remain in the examination area until dismissed by the proctor.
- Return any provided scratch paper before leaving.
- Exit the examination room quietly and respectfully.

Examination Conduct

Failure to follow these examination procedures is considered unprofessional conduct and may result in an Honor Code complaint. Additional academic penalties may be assigned at the discretion of the course coordinator.

Examination Policy for Distance Students

The following policy applies to all computer-based examinations in the Manchester University PharmD Distance Pathway. Some examinations may include additional requirements, which will be communicated in the course syllabus and/or examination instructions.

All examinations use identity verification and monitoring software that records desktop activity, audio, and video. These services must remain active for the entire examination.

Before the Examination

Students must:

- Complete examinations using their Manchester-issued laptop. Additional monitors may not be used.
- Reboot their computer and install any Windows or Chrome updates before the examination.
- Ensure they have a reliable internet connection for both the pre-examination security check and the examination. Students are encouraged to minimize other internet use in the household during testing whenever possible.
- Review the [SMARTERPROCTORING SECOND CAMERA INSTRUCTIONS](#) and complete all required setup before the examination begins.

Examinations are available between **6:00 p.m. and 9:00 p.m. Eastern Time** on the date listed in the course syllabus. All examinations must be submitted by **9:00 p.m. Eastern Time**. Failure to submit the examination by the deadline will be treated as a late submission and will result in a score equal to **70% of the points earned**.

Examination Environment

Students must:

- Test alone in a private room.
- Avoid testing in an area containing course notes, textbooks, academic materials, bulletin boards, office supplies, or similar materials.
- Have only approved resources available.

Unless specifically permitted, prohibited items include:

- Non-religious head coverings that cover the ears.
- Electronic devices (including cell phones, smart watches, earbuds, additional computers, and calculators unless permitted).
- Notes and textbooks.
- Backpacks, coats, and purses within the immediate testing area.

Exception: A mobile device used solely to operate the second camera in accordance with the SMARTERPROCTORING SECOND CAMERA INSTRUCTIONS is permitted only for that purpose. Once the examination begins, the device may not be handled or accessed unless directed by the proctoring software or examination instructions.

During the Examination

Students must:

- Complete the identity verification process, including the required 360-degree room scan and desk scan.
- Use the second camera in accordance with the SMARTERPROCTORING SECOND CAMERA INSTRUCTIONS.
- Present any approved resources to the webcam at the beginning and end of the examination, even if they are not used.
- Remain alone in a private room.
- Keep their face visible to the webcam throughout the examination.
- Refrain from talking during the examination.
- Keep their eyes on the computer screen except when using approved resources.
- Submit the completed examination by the stated deadline.

Technical Difficulties

Students experiencing technical difficulties during an examination should contact

ExamSupport@manchester.edu as soon as possible. Students should include the course number, examination name, and a detailed description of the issue in their email. Additional instructions will be provided as needed.

Examination Conduct

Failure to follow these examination procedures is considered unprofessional conduct and may result in an Honor Code complaint. Additional academic penalties may be assigned at the discretion of the course coordinator.

Students must not discuss examination content with other students until the examination window has closed and all students have completed the examination. Assisting another student in committing academic dishonesty is a violation of the Honor Code.

Exam Make-up Policy (Campus and Distance Pathways)

To request an excused absence for a **planned examination**, students must notify the course coordinator as soon as possible, but no later than **one week before** the scheduled examination, and provide appropriate documentation.

If an examination is missed because of illness or another unforeseen event, students must notify the course coordinator within **two business days** of the missed examination or upon returning to class or other required course activities, whichever occurs first. Appropriate documentation supporting the absence is required. The course coordinator will determine whether the absence is excused. Typically, only **one excused examination absence per student per course** will be approved.

The format, content, and timing of any make-up examination are determined by the course faculty.

If an examination absence is determined to be **unexcused**, the student must complete a make-up examination with a maximum possible score equal to **70% of the points earned**. For example, a student earning 90 out of 100 points on the make-up examination would receive a recorded score of 63 points.

ACADEMIC STANDING AND PROGRESSION

Academic Probation

A student may be placed on academic probation when their performance meets one or more of 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 successfully complete 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 a final course grade of 60.0% to less than 69.5% in one course per academic year may be eligible for remediation.
2. A student who earns a final course 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 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. The request and documentation must be submitted within two working days of signing the remediation plan. Typically, the course coordinator is responsible for assessment administration logistics during the remediation period. However, because remediation occurs outside the regularly scheduled semester, another faculty member or administrator may assume this responsibility..
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 with the 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 the 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

Three OSCEs are embedded in the didactic curriculum. OSCE 1 , OSCE 2 and OSCE 3 . Students must take the maximum number of attempts allowed. 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.
2. **OSCE 3:**
 - a. Failure to pass a station but passes all didactic courses, as the penultimate APPE-readiness OSCEs will result in a student entering an APPE-preparation course 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. 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. Students will take the full OSCE at the next offering.

ACADEMIC INTEGRITY

PharmD students are expected to maintain the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, plagiarism, cheating, falsification or fabrication, and the unauthorized use of artificial intelligence (AI).

The University's Academic Integrity Policy, including definitions, procedures, due process, appeals, and penalties, is published in the Manchester University [Academic Catalog](#). PharmD students are responsible for knowing and complying with that policy.

Professional conduct expectations that extend beyond academic integrity are addressed elsewhere in this handbook and in The Source, the University's Student Handbook (at <https://chetnet.manchester.edu/students/> under More Resources).

ACADEMIC GRIEVANCES AND APPEALS

Academic Grievance Policy

Students who believe a final course grade has been assigned in a capricious or unfair manner should follow the University's Academic Grievance Policy, which is published in the Manchester University [Academic Catalog](#). The Academic Catalog describes the grievance process, timelines, appeals, and related procedures. PharmD students are responsible for following those procedures.

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 authority 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 who fail to meet progression requirements or violate an academic policy will be notified by the ADPA and may appeal the decision.

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 is used to submit the formal letter of appeal. Appeals related to remediation eligibility or remediation decisions must be submitted within five (5) business days following the posting of official course grades or the receipt of final course grades for clinical rotations, at the conclusion of the **spring semester**, when remediation eligibility for the academic year has been determined.
 - 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 the grounds for appeal will be dismissed.
- b. If the policy/progression appeal also includes a course grade appeal, one letter of appeal should be submitted that includes 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. 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.
 - b. During the review, the student and other relevant people will be invited to meet with the committee. Attendance is voluntary and a decision not to attend will not be considered as part of the committee's decision.
 - c. The decision of the committee will be communicated to the student and other relevant people via email.
 - d. 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 committee's stipulations or process.
 - 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 five (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 may take only one of the following actions:
 - a. Uphold the decision made by the PASP committee without modification.
 - b. Uphold the decision made by the PASP committee but modify the stipulations.
 - 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.

STUDENT STATUS

Leave of Absence Policy

A leave of absence allows a student to suspend their studies for a period of up to one (1) year without severing their connection to Manchester University. Students may request 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 or designee and must be requested before the start of the term for which the leave is sought. A student requesting a leave of absence must be in good academic standing, have no holds (e.g., financial or registration), and submit a signed leave of absence application form. Absent extraordinary circumstances, a leave of absence will not exceed one year. Students considering a leave of absence should consult with the Associate Dean of Pharmacy Affairs (ADPA) to discuss the impact on progression in the PharmD program.

Withdrawal from the Program

Students considering withdrawal from the PharmD program should follow the University's withdrawal procedures, which are published in the Manchester University [Academic Catalog](#). Students are encouraged to work with the appropriate University offices throughout the withdrawal process to understand the impact on academic progression, financial aid, and future enrollment. Students are also responsible for returning all University-issued property, including their Manchester-issued computer, University identification card, and any issued keys..

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 whether to grant the request and any stipulations that may be required. The request may be submitted at any time during the academic year. However, the transition will occur once all coursework 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.

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 earning a degree in the PharmD program. Suspended students are not automatically readmitted to the MU PharmD program. They may apply for readmission to the PharmD 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 applicant and may or may not be readmitted to the MU PharmD program. If readmitted, the student's prior course credits do not count toward progression in the program.

Suspension and dismissal described in this section are academic actions specific to the PharmD program.

Student conduct matters are addressed separately in The Source, the University's Student Handbook (at <https://chetnet.manchester.edu/students/> under More Resources).

Graduation and Commencement

A student will graduate from the Manchester University PharmD program when the faculty determine that the student has met all academic and professional requirements of the program, including:

- 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

Successful completion of the PharmD program qualifies graduates to seek pharmacist licensure but does not, by itself, confer the right to practice pharmacy. Graduates must satisfy all licensure requirements established by the board of pharmacy in the jurisdiction where they intend to practice.

All jurisdictions require successful completion of the **North American Pharmacist Licensure Examination (NAPLEX)**. Depending on the jurisdiction, graduates may also be required to complete the **Multistate Pharmacy Jurisprudence Examination (MPJE)**, the **Uniform MPJE (UMPJE)**, or another state-required pharmacy law examination. Additional licensure requirements vary by jurisdiction as determined by the applicable board of pharmacy.

Students are responsible for reviewing the licensure requirements of the jurisdiction in which they intend to seek licensure. Current information regarding NABP examinations is available at:

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

Manchester University offers PharmD students the opportunity to earn a Master of Science in Pharmacogenomics while completing the Doctor of Pharmacy curriculum. Information regarding admission requirements, application procedures, curriculum, and degree requirements is published in the Manchester University [Academic Catalog](#). Students interested in the dual degree should consult the Catalog and the Pharmacogenomics Program Director for current requirements.

PharmD and Pharmacogenomics Certificate

PharmD students may also earn the Graduate Certificate in Pharmacogenomics. Information regarding admission requirements, application procedures, curriculum, and certificate requirements is published in the Manchester University [Academic Catalog](#). Students interested in the certificate should consult the Catalog and the Pharmacogenomics Program Director for current requirements.

PharmD/Healthcare Track MBA

PharmD students may pursue the Manchester University Master of Business Administration (MBA) with a healthcare focus. Information regarding admission requirements, curriculum, and degree requirements is published in the Manchester University [Academic Catalog](#). Students interested in this option should consult the Catalog and the MBA Program Director.

Post-Graduate and Leadership Tracks

Manchester University offers PharmD students additional academic and professional development opportunities, including dual degree and certificate programs, specialized academic tracks, and leadership experiences. Official admission requirements, curriculum, and degree or certificate requirements for University academic programs are published in the Manchester University Academic Catalog. Students interested in any of these opportunities are encouraged to discuss their goals with their faculty mentor and the appropriate program or track director before applying.

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	• Maintain a 3.0 or higher GPA with all grades a C/P or higher upon graduation
Required Electives Courses	• 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	• Must complete 2 additional elective courses from the following list: • PHRM 461, Integrative Medicine (1 credit) • PHRM 571, Ambulatory care (1 credit)
Research	• Conduct a clinical research project individually or in a small group of two or three students. The deliverables are: 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*	• A minimum of 12 credit hours from APPE rotations in either acute or ambulatory care: • 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
Kevin Baumgartner	BSPS, Pharm.D.	Assistant Professor	Parkview Randalia	kmbaumgartner@manchester.edu
Jennifer A. Campbell	Pharm.D., DipACLM	Professor		jacampbell@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
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
Stacy Reid	Pharm.D.	Associate Professor / Director of Clinical Education		sreid@manchester.edu

Wambui Wamburu	Pharm.D.	Associate Professor	Lutheran Hospital	mwamburu@manchester.edu
Rachel Zaremba	Pharm.D., BCPS	Assistant Professor	Fort Wayne Medical Education	rzaremba@manchester.edu
Andrea L. Wilhite (Part-Time)	Pharm.D.	Associate Professor		alwilhite@manchester.edu

Department of Pharmaceutical and Graduate Life Sciences

Name	Credentials	Title	Specialty / Role	Email
Dennis A. Brown	Ph.D.	Professor	Medicinal Chemistry	dabrown@manchester.edu
Diane M. Calinski	Ph.D.	Chair / Professor	Pharmacology / Pharmacogenomics	dmcalinski@manchester.edu
Ann Savariar-Drummond	M.S.	Assistant Professor	Pharmacogenomics	asavariardrummond@manchester.edu
Melanie Felmllee	Ph.D.	Director / Professor	Pharmacogenomics	mfelmllee@manchester.edu
Tara L. Jenkins	B.S. Pharm, Ph.D.	Professor	Social and Administrative Sciences	tjenkins@manchester.edu
Noha Mourad	Ph.D.	Associate Professor	Clinical Pharmaceutical Sciences	nmourad@manchester.edu
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